

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

March 25, 2025

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

Absent: Evan Schneider, Treasurer; Dennis Feeney, Attorney at Law

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

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the January 21, 2025 meeting minutes. Secretary Huestis offered the following resolution and moved its adoption:

RESOLUTION: #25-05

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the January 21, 2025 Wilton Water & Sewer Authority meeting as typed, without amendment.

The adoption of the foregoing resolution was seconded by Vice Chairman 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 February 2025 and March 2025 (#02 & #03) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for February is \$91,179.19 and \$300.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for March is \$45,948.38 and \$0.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of February 2025 and March 2025 (#02 & #03) abstracts. Secretary Huestis offered the following resolution and moved its adoption:

RESOLUTION #25-06

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of February 2025 and March 2025 (#02 & #03) abstracts. The total for the Water & Sewer Fund for February is \$91,179.19 and \$300.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for March is \$45,948.38 and \$0.00 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 negative \$77.55 for January and positive \$235.86 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 negative \$77.55 for January and positive \$235.86 for February. Vice Chairman Duffy offered the following resolution and moved its adoption:

RESOLUTION #25-07

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a negative \$77.55 for January and positive \$235.86 for February.

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 adjustments:

- a. From Contingency (a/c # 01-1990-5.00400) to Water Administration-Postage (a/c # 01-8310-5.00401) for \$1,400 to cover a year end shortage
- b. From Contingency (a/c # 01-1990-5.00400) to Credit Card Fees (a/c # 01-8310-5.00422) for \$300 to cover a year end shortage
- c. From Contingency (a/c # 02-1990-5.00400) to Contractual (a/c # 02-8122-5.00400) for \$24,000 to cover payments to WJ Morris for sewer line repairs

The Board also needs to approve the following 2025 budget transfers:

- a. From Contingency (a/c # 01-1990-5.00400) to Personal Services (a/c # 01-8310-5.00400) for \$9,100 for the water review of 100 additional units in Forest Grove and 40 units for the BOCES project at \$65/hr
- b. From Contingency (a/c # 02-1990-5.00400) to Personal Services (a/c # 02-8110-5.00100) for \$9,100 for the sewer review of 100 additional units in Forest Grove and 40 units for the BOCES project at \$65/hr
- c. From Contingency (a/c # 01-1990-5.00400) to Social Security (a/c # 01-9000-5.00830) for \$700 for the increase in Ryan's salary in "a" above
- d. From Contingency (a/c # 02-1990-5.00400) to Social Security (a/c # 02-9000-5.00830) for \$700 for the increase in Ryan's salary in "b" above

Chairman MacDougall asked for a motion to approve the 2024 budget amendments and 2025 budget transfers per the Comptroller's Report. Joe Stadelmeyer offered the following resolution and moved its adoption:

RESOLUTION #25-08

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

2024 Budget Amendments:

- a. From Contingency (a/c # 01-1990-5.00400) to Water Administration-Postage (a/c # 01-8310-5.00401) for \$1,400 to cover a year end shortage
- b. From Contingency (a/c # 01-1990-5.00400) to Credit Card Fees (a/c # 01-8310-5.00422) for \$300 to cover a year end shortage
- c. From Contingency (a/c # 02-1990-5.00400) to Contractual (a/c # 02-8122-5.00400) for \$24,000 to cover payments to WJ Morris for sewer line repairs

2025 Budget Transfers:

- d. From Contingency (a/c # 01-1990-5.00400) to Personal Services (a/c # 01-8310-5.00100) for \$9,100 for the water review of 100 additional units in Forest Grove and 40 units for the BOCES project at \$65/hr
- e. From Contingency (a/c # 02-1990-5.00400) to Personal Services (a/c # 02-8110-5.00100) for \$9,100 for the sewer review of 100 additional units in Forest Grove and 40 units for the BOCES project at \$65/hr
- f. From Contingency (a/c # 01-1990-5.00400) to Social Security (a/c # 01-9000-5.00830) for \$700 for the increase in Ryan's salary
- g. From Contingency (a/c # 02-1990-5.00400) to Social Security (a/c # 02-9000-5.00830) for \$700 for the increase in Ryan's salary

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

2024 Annual Investment Report

The report for 2024 was provided to the Board. The Board needs to formally accept and approve this report by Board resolution.

Chairman MacDougall asked for a motion to approve the 2024 Annual Investment Report.

Secretary Huestis offered the following resolution and moved its adoption:

RESOLUTION #25-09

NOW, THEREFORE, BE IT RESOLVED, to approve the 2024 Annual Investment Report.

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.

Transfer of Sewer Operations and Assets to Saratoga County

In preparation for the transfer of sewer assets to the County, the Board was provided with a summary of the Sewer Funds financial assets as of February 28, 2025:

Replacement Reserve:	
Currently in the Money Market account at Saratoga National Bank	\$2,493,191.81
Capital Improvement Reserve:	
Currently in the Money Market account at Saratoga National Bank	\$1,027,074.32
Currently in savings account at Adirondack Trust	\$ 315,690.44
For a total of:	\$3,835,956.57

The amounts above include the remaining budget in the ACE capital project that WWSA committed to. The Board needs to decide how much of these assets will be provided to the County initially at the closing and how much will be held back for March payments, payables and adjustments.

Chairman MacDougall asked for a motion to approve the transfer of sewer assets from the Money Market account at Saratoga National Bank and to hold the assets in the Adirondack Trust account for any pending sewer invoices with a target date to settle the remainder of 6/30/25. Vice Chairman Duffy offered the following resolution and moved its adoption:

RESOLUTION #25-10

NOW, THEREFORE, BE IT RESOLVED, to approve the transfer of sewer assets from the Money Market account at Saratoga National Bank and to hold the assets in the Adirondack Trust account for any pending sewer invoices with a target date to settle the remainder of 6/30/25

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.

Final 2024 Budget to Actual Expenditure Report

This report is attached and includes the 2024 budget transfers noted above.

2025 Budget to Actual Reports

This report as of February 28, 2025 is available upon request.

Certificates of Deposit

On January 31, 2025, two Certificates of Deposit were renewed and increased:

- a. Unrestricted Funds for \$580,000 increased to \$600,000 at 4% with a maturity date of 10/28/25
- b. Water Replacement Reserve Funds for \$530,000 increased to \$800,000 at 4% with a maturity date of 10/28/25

On February 24, 2025, the following matured CDs and interest were deposited to the Money Market fund for the transfer to the County:

- a. Sewer Capital Improvement Reserve \$1,006,575.34
- b. Sewer Replacement Reserve \$2,415,780.82

Internal Financial Statements

These reports as of December 31, 2024 are attached. All Accounts Payable for 2024 have been recorded and are final except for any potential audit adjustments.

Paris Report

This report for the year ending December 31, 2024 has been uploaded to the NYS Office of Management and Budget. A copy comparing 2023 to 2024 has been provided to the Board. Net assets increased \$1,878,435.29.

CHAIRMAN'S REPORT

DIRECTOR'S REPORT

Saratoga County Sewer District #1 Take Over of Sewer Operation

The Chairman has signed the paperwork today for the transfer of sewer operations to the Saratoga County Sewer District. Saratoga County has their meeting on Thursday 3/27/25 and it will be official. Saratoga County will be transferring the National Grid bills for the sewer pump stations and the Kings Mills grinder pumps into their name. They are also working with the town to update the customers rate codes to get their tax bills adjusted. Customers had been receiving via the property tax bill a charge for the sewer treatment, and had been paying WWSA for the operations and maintenance charge on their quarterly water bills. In the future, the operations and maintenance charge will be an additional line on the property taxes for each sewer customer. WWSA will send a letter to the sewer customers that the upcoming quarterly bill will be the last sewer charge they will receive from WWSA. The sewer district will send a partial year bill for the remainder of 2025, then in 2026 both fees will be part of the customer's property tax bill.

WWSA Involvement in Sewer after Transfer

The Board discusses the involvement WWSA will have going forward regarding planning and future projects in the Town of Wilton and Ryan's review process prior to developer's application to Saratoga County. The County may not be aware of other projects in the works when they accept applications. It is suggested that the developers continue to pay the review fees for sewer. It would also allow WWSA to keep apprised of the outcome of the terms stipulated with the transfer to Saratoga County that WWSA assets transferred would be spent on projects in the Town of Wilton.

Recent Water Main Breaks

There have been recent water main breaks in the areas of Jodi Ln/Jones Rd, 276 Northern Pines Rd, 62 Gailor Road, Heritage Apartments, and Pineledge Terrace.

Windows 10 Discontinued

On 10/14/2025, Windows 10 will discontinue security and updates. WWSA will have to upgrade our computers. The equipment cost, for 3 new computers and monitors from Dell, is \$4,291.39 through a state contract. This does not include the services provided by Spa.Net to set the computers up.

Financial Software

Tyler Technology only offers their new accounting software as software as a service. For hosting of the cloud-based software, Amazon Web Services is \$10,000 per year. The total fee for the accounting software would be \$12,000 per year. We are going to try to work with the town to possibly create a shared Town of Wilton account with a WWSA sub-account to split the expense.

Eddie Road Water Loop Progress

Terracon, for just the engineering for the microtunneling, gave a bid of \$246,750. We asked for back up justification. They claim the design and inspection to run a 221 ft. line would take 1044 hours, and \$60,000 just for the drawings. We are going to see about bidding with another consultant. EDP provided some names- GEI Consultants and Sanborn Head.

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 5:06 p.m. on a motion by Vice Chairman Duffy and seconded by Secretary Huestis, Chairman MacDougall adjourned the meeting with all in favor.