

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

March 28, 2023

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

Absent: Kirk Moline, Vice Chairman

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

Due to the lack of quorum at the last meeting, Board votes for the following resolutions from information presented at that informational meeting on January 24, 2023.

- Approval of November 15, 2022 meeting minutes
- Bills for December 2022 and January 2023 abstracts (#12 and #1)
- Billing adjustments for November 2022 and December 2022
- Budget transfers as listed on January 24, 2022 Comptroller Report
- Cusack and Company 2022 audit contract
- 2022 Investment Report
- Return of unused DEC review fees

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the November 15, 2022 meeting minutes. Dave Huestis offered the following resolution and moved its adoption:

RESOLUTION: #23-01

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the November 15, 2022 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.

COMPTROLLER'S REPORT

Bills

The December 2022 and January 2023 (#12& #01) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for December is \$61,270.14 and \$34,965.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for January is \$99,234.85 and \$0.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of December 2022 and January 2023 (#12& #01) abstracts. Dave Huestis offered the following resolution and moved its adoption:

RESOLUTION #23-02

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of December 2022 and January 2023 (#12& #01) abstracts. The total for the Water & Sewer Fund for December is \$61,270.14 and \$34,965.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for January is \$99,234.85 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 \$771.25 for November and a positive \$174.87 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 \$771.25 for November and a positive \$174.87 for December. Dave Huestis offered the following resolution and moved its adoption:

RESOLUTION #23-03

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$771.25 for November and a positive \$174.87 for December.

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.

Budget

The Board needs to approve the following 2022 budget transfers to cover year-end shortfalls:

- a. From Contingency a/c#01-1990-5.00400 to Credit Card Fees a/c#01-8310-5.00422 for \$5,000
- b. From Contingency a/c#01-1990-5.00400 to Repairs and Maintenance a/c#01-8320-5.00413 for \$2,000
- c. From Contingency a/c#01-1990-5.00400 to Contractual Services a/c# 01-8340-5.00400for \$350.00
- d. From Contingency a/c#01-1990-5.00400 to Meters a/c# 01-8340-5.00416 for \$100

The Board needs to approve the following 2023 budget transfers:

- a. From Contingency a/c # 01-1990-5.00400 to Saratoga County Water A/C # 01-8320-5.00419 for \$3,833.00 for an increase in fees from the County after WWSA's budget was adopted.
- b. From Contingency a/c # 01-1990-5.00400 to Credit Card Fees a/c # 01-8310-5.0042 for \$6,199 to bring the budget to \$30,000

Chairman MacDougall asked for a motion to approve the budget transfers as outlined by the Comptroller's January Report. Dave Huestis offered the following resolution and moved its adoption:

RESOLUTION #23-04

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

2022 budget transfers to cover year-end shortfalls:

- a. From Contingency a/c#01-1990-5.00400 to Credit Card Fees a/c#01-8310-5.00422 for \$5,000
- b. From Contingency a/c#01-1990-5.00400 to Repairs and Maintenance a/c#01-8320-5.00413 for \$2,000
- c. From Contingency a/c#01-1990-5.00400 to Contractual Services a/c# 01-8340-5.00400 for \$350.00
- d. From Contingency a/c#01-1990-5.00400 to Meters a/c# 01-8340-5.00416 for \$100

2023 budget transfers:

- a. From Contingency a/c # 01-1990-5.00400 to Saratoga County Water A/C # 01-8320-5.00419 for \$3,833.00 for an increase in fees from the County after WWSA's budget was adopted.
- b. From Contingency a/c # 01-1990-5.00400 to Credit Card Fees a/c # 01-8310-5.0042 for \$6,199 to bring the budget to \$30,000

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.

Audit of the 2022 Financial Statements

We have received the engagement letter for the 2022 audit from Cusack and Company. The proposed fee for this work is \$11,695. This is a 3% increase of \$445 over 2021. The Board needs to approve this contract.

Chairman MacDougall asked for a motion to formally accept Cusack and Company as our auditors for the 2022 fiscal year and authorize the Chairman to sign the engagement letter and bank confirmations, for a fee of \$11,695. Dave Huestis offered the following resolution and moved its adoption:

RESOLUTION #23-05

NOW, THEREFORE, BE IT RESOLVED, to formally accept Cusack and Company as our auditors for the 2022 fiscal year and authorize the Chairman to sign the engagement letter and bank confirmations, for a fee of \$11,695.

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.

Investment Report for 2022

The Board needs to approve the attached Investment Report and schedule for 2022 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 2022 in accordance with Section 2925(5) of the Public Authorities Law. Dave Huestis offered the following resolution and moved its adoption:

RESOLUTION #23-06

NOW, THEREFORE, BE IT RESOLVED, to approve the attached Investment Report and schedule for 2022 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.

Return of DEC Review Fees

The Board will need to authorize the return of the following DEC Review Fees:

- | | |
|---|--------|
| a. Kain Development | \$1850 |
| b. Ridgeview Terrace | \$1850 |
| c. NYS Development Group | \$1850 |
| d. Bourdeau Ingersoll Rd Conservation Subdivision | \$1850 |

Chairman MacDougall asked for a motion to approve the return of \$1850 in DEC Review Fees to Kain Development, Ridgeview Terrace, NYS Development Group and Bourdeau Ingersoll Rd Conservation Subdivision, for fees collected but not needed. Dave Huestis offered the following resolution and moved its adoption:

RESOLUTION #23-07

NOW, THEREFORE, BE IT RESOLVED, to approve the return of \$1850 in DEC Review Fees to Kain Development, Ridgeview Terrace, NYS Development Group and Bourdeau Ingersoll Rd Conservation Subdivision, for fees collected but not needed.

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.

Bills

The payment of the February 2023 and March 2023 (#02 & #03) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for February is \$63,575.52 and \$6,442.50 for the Capital Projects Fund. The total for the Water & Sewer Fund for March is \$4,482.68 and \$18,026.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of February 2023 and March 2023 (#02 & #03) abstracts. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #23-08

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of February 2023 and March 2023 (#02 & #03) abstracts. The total for the Water & Sewer Fund for February is \$63,575.52 and \$6,442.50 for the Capital Projects Fund. The total for the Water & Sewer Fund for March is \$4,482.68 and \$18,026.00 for the Capital Projects Fund.

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.

Billing Adjustments

Billing adjustments in the amount of a positive \$1,331.47 for January and a positive \$450.29 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 \$1,331.47 for January and a positive \$450.29 for February. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #23-09

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$1,331.47 for January and a positive \$450.29 for February.

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.

Budget

The Board needs to approve the following 2022 budget transfers to cover year-end shortfalls:

- a. From Contingency (a/c# 01-1990-5.00400) to Gasoline (a/c# 01-8340-5.00432) for \$1,850
- b. From Contingency (a/c# 02-1990-5.00400) to Repairs and Maintenance (a/c# 02-8122-5.00413) for \$5,900
- c. From Contingency (a/c# 02-1990-5.00400) to Insurance (a/c# 02-8110-5.00408) for \$950

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

RESOLUTION #23-10

NOW, THEREFORE, BE IT RESOLVED, to approve the 2022 budget transfers to cover year-end shortfalls as outlined by the Comptroller's Report:

- a. From Contingency (a/c# 01-1990-5.00400) to Gasoline (a/c# 01-8340-5.00432) for \$1,850
- b. From Contingency (a/c# 02-1990-5.00400) to Repairs and Maintenance (a/c# 02-8122-5.00413) for \$5,900
- c. From Contingency (a/c# 02-1990-5.00400) to Insurance (a/c# 02-8110-5.00408) for \$950

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 to Actual Expenditure Reports

The report as of 3/1/23 for 2022 is available. The report for 2023 will not be available until after the 2022 books are closed in a few weeks.

Preliminary Internal Financial Statements

These preliminary reports as of 12/31/22 are attached. These should be final unless the pending audit makes any corrections.

Paris Report

This report has been uploaded to the NYS Authorities Budget Office. A copy of comparable numbers from 2021 is attached.

CHAIRMAN'S REPORT

Joe Stadelmeyer is sitting in on the Board meeting as an incoming new Board member. The Town Board will be appointing him as a WWSA Board member at the next Town Board meeting. Kirk Moline will be staying on in an advisory capacity but will be a non-voting member.

DIRECTOR'S REPORT

Saratoga County Sewer District #1 Take Over of Sewer Operation/Sewer Flow from Town of Moreau/Ace Pump Station Capital Project

Saratoga County Sewer District #1 is going to be taking over operations of the Ace Sewer Pump Station because they are going to be accepting flow from other municipalities through this pump station. The county got their bids back for the pump station rebuild. It will be \$1.3 million paid by the county for the upgrade. WWSA needs to assign them our existing easements on the property that New York State owns, and provide bill of sale to give them the pump station asset. These 2 documents are all that is needed to turn over this pump station. No sewer funds will be provided to the County, until such a time as the County takes over the remainder of the sewer system. The Board needs to approve the transfer of our existing easements and the bill of sale of the Ace Pump Station to the Saratoga County Sewer District and approve the Chairman to sign the documents.

Chairman MacDougall asked for a motion to approve the transfer of our existing easements for the Ace Sewer Pump Station and bill of sale of the Ace Pump Station to the Saratoga County

Sewer District and approve the Chairman to sign the documents. Dave Huestis offered the following resolution and moved its adoption:

RESOLUTION #23-11

NOW, THEREFORE, BE IT RESOLVED, to approve the transfer of our existing easements for the Ace Sewer Pump Station and bill of sale of the Ace Pump Station to the Saratoga County Sewer District and approve the Chairman to sign the documents.

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.

Water Meter and Inspection Fee Change Request

Supply costs for water meters have increased significantly recently, and WWSA inspection and installation fees have not changed in over 20 years. WWSA currently charges Meter Fees of \$475 which include the cost of meter, mxu radio, 2 tail pieces, miscellaneous hardware (wire, threaded rod, nuts and split ring), inspection and installation. Proposed to increase the Meter Fee to \$575 to offset the supply cost increases and provide an increase in inspection and installation fees from \$75 to \$85.

Chairman McDougall asked for a motion to increase the Meter Fee from \$475 to \$575 effective 4/1/23. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #23-12

NOW, THEREFORE, BE IT RESOLVED, to approve the increase of the Meter Fee from \$475 to \$575 effective 4/1/23.

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.

Edie Road Water Line Loop Progress

They recently completed the section from Highland Hills to Route 50. It was pressure tested and disinfected last week. Next, they will be going under Route 50 to Bullard Lane, and down Bullard Lane to the end. The contractor was on Bullard Lane doing some staging and preliminary markings of the line. A resident on Bullard Lane had a conflict with the contractor stating that the property at the end of the pavement is his property and he will contact police and involve courts to prevent access. Bullard Lane is currently a dead-end street that has been approved to be extended to continue into Forest Grove subdivision.

Water and Sewer Extension for Forest Grove Subdivision

The water and sewer lines in the development and the road have been turned over. The sewer pump station in the subdivision has yet not been turned over. They have had problems getting some electrical parts for the pump station. The special district water and sewer fees have been calculated for the first house to be connected, based on 323 properties.

Dish Network Cell Tower

Dish Network approached us about putting an additional antenna on our Exit 16 water tank. There is a spot between 2 antennas where another can fit. They want to proceed with a lease with us, with a stipulation that if one of the higher locations leave, they could move to the higher location. The contract was adjusted to allow this, provided that they match the higher rate the vacating tenant was paying, and sent back to Dish Network. They have not gotten back to us yet, but expected to move forward.

Chairman McDougall asked for a motion to approve the Chairman to sign the agreement for the Dish Network rental space with the stipulation to allow the location to move up if availability arises. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #23-12

NOW, THEREFORE, BE IT RESOLVED, to approve the Chairman to sign the agreement for the Dish Network rental space with the stipulation to allow the location to move up if availability arises.

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.

Jones Road Cell Site

WWSA had been approached for another tower to be located at the Jones Road water plant. No update since the last meeting.

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.

Tyler Technologies/Fundbalance

The Fundbalance accounting software that we use for Accounts Payable, Payroll, and General Ledger is being discontinued and will no longer be supported by Tyler Technologies. Tyler Technologies may have a different product where the data from their Fundbalance customers can be transferred easily. We have not been offered that yet.

ABO Board Evaluations

Self-evaluations were distributed for Board members to complete, for return to the Authorities Budget Office.

ADJOURNMENT

There being no further business brought before the Authority's Board, at 5:14p.m. on a motion by Dave Huestis and seconded by Treasurer Duffy, Chairman MacDougall adjourned the meeting with all in favor.