

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

May 17, 2022

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 4:01 pm

Approve Pending Minutes

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

RESOLUTION: #22-18

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the March 15, 2022 Wilton Water & Sewer Authority meeting as typed, without amendment.

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.

COMPTROLLER'S REPORT

Bills

The payment of the April 2022 and May 2022 (#04 & #05) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for April is \$107,873.30 and \$196,695.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for May is \$30,020.74 and \$127,117.50 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of April 2022 and May 2022 (#04 & #05) abstracts. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #22-19

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of April 2022 and May 2022 (#04 & #05) abstracts. The total for the Water & Sewer Fund for April is \$107,873.30 and \$196,695.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for May is \$30,020.74 and \$127,117.50 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 \$381.39 for March and a negative \$1590.94 for April need to be approved by the Board.

Chairman MacDougall asked for a motion to approve the billing adjustments in the amount of a positive \$381.39 for March and a negative \$1590.94 for April. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #22-20

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$381.39 for March and a negative \$1590.94 for April.

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

The Board needs to approve a budget transfer from Contingency (a/c #01-1990-5.00400) to Insurance (a/c#01-8310-5.00408) for \$635 in the water fund and from Contingency (a/c #02-1990-5.00408) to Insurance (a/c#2-8110-5.00408) for \$35 in the sewer fund for the increase in the cyber policy that the Board approved at the last meeting.

The Board also needs to approve the following budget amendments:

1. To make corrections to the re-appropriation of the ending budget balances that were approved in March due to a Bellamy Construction invoice incorrectly posted to 2022 vs 2021:

Decrease Interfund Transfers (a/c # 01-9900-5.09950)	\$ 48,274.99
Decrease Approp. Fund Bal. (a/c # 01-0000-4.00599)	\$ 48,274.99

Decrease Contractual Svcs. (a/c #28-1440-5.00400)	\$ 48,274.99
Decrease Interfund Trans. (a/c #28-0000-4.05031)	\$ 48,274.99

Decrease Contractual Svcs. (a/c #29-1440-5.00400)	\$ 206,505.01
Decrease Interfund Trans. (a/c #29-0000-4.05031)	\$ 206,505.01

Decrease Interfund Trans. (a/c # 02-9900-5.09950)	\$ 206,505.01
Decrease Approp.Reserves (a/c # 02-0000-4.00511)	\$ 206,505.01

2. Increase in Sale of Meters (a/c # 001-0000-4.02665) \$ 15,000.00
Increase in Purchase of Meters (a/c # 02-0000-4.00599) \$ 15,000.00

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

RESOLUTION #22-21

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

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|----|--|---------------|
| a. | From Contingency a/c # 01-1990-5.00400 | \$635.00 |
| | To Insurance a/c # 01-8310-5.00408 | \$635.00 |
| | From Contingency a/c # 02-1990-5.00400 | \$35.00 |
| | To Insurance a/c # 02-8110-5.00408 | \$35.00 |
| | -To cover increased costs for cyber insurance policy. | |
| b. | Decrease Interfund Transfers (a/c # 01-9900-5.09950) | \$ 48,274.99 |
| | Decrease Approp. Fund Bal. (a/c # 01-0000-4.00599) | \$ 48,274.99 |
| | Decrease Contractual Svcs. (a/c #28-1440-5.00400) | \$ 48,274.99 |
| | Decrease Interfund Trans. (a/c #28-0000-4.05031) | \$ 48,274.99 |
| | Decrease Contractual Svcs. (a/c #29-1440-5.00400) | \$ 206,505.01 |
| | Decrease Interfund Trans. (a/c #29-0000-4.05031) | \$ 206,505.01 |
| | Decrease Interfund Trans. (a/c # 02-9900-5.09950) | \$ 206,505.01 |
| | Decrease Approp.Reserves (a/c # 02-0000-4.00511) | \$ 206,505.01 |
| | - To make corrections to the re-appropriation of the ending budget balances to a Bellamy Construction invoice incorrectly posted to 2022 vs 2021 | |
| c. | Increase in Sale of Meters (a/c # 001-0000-4.02665) | \$ 15,000.00 |
| | Increase in Purchase of Meters (a/c # 02-0000-4.00599) | \$ 15,000.00 |

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.

Internal Financial Statements

The internal financial statements as of 12/31/21 reflecting the Bellamy changes above are attached. Although the draft of the auditor's report has not yet been received, they had no entries so this should be the final for 2021. The internal financial reports as of 3/31/22 are attached.

Budget to Actual Expenditure Reports

The report as of 5/14/22 is available.

PARIS Report

The PARIS report has been revised to include the 2021 Bellamy changes. The revised report has been uploaded to the ABO.

CHAIRMAN'S REPORT

DIRECTOR'S REPORT

Water Leak Found

The unknown water leak has been found, at a hydrant located at the edge of a reed bed near the intersection of Ballard Road and Northern Pines Road. It was losing 300 gallons a minute. Leak could be heard but the water could not be seen as it was running under a thick layer of material in the reed bed and depositing into the Snook Kill. A jogger running by heard the water running and reported it. It has been repaired and usage has returned to normal.

Water Meter and Inspection Fee Change Request

WWSA Meter fees of \$400 include the cost of meter, mxu radio, 2 tail pieces, miscellaneous hardware (wire, threaded rod, nuts and split ring), inspection and installation. Supply costs have increased significantly. Proposed to increase the Meter Fee to \$475 to offset these supply costs only, with no change to the inspection or installation portion.

Chairman McDougall asked for a motion to increase the Meter Fee from \$400 to \$475 due to increases in supply costs. Dave Huestis offered the following resolution and moved its adoption:

RESOLUTION #22-22

NOW, THEREFORE, BE IT RESOLVED, to approve the increase of the Meter Fee from \$400 to \$475 due to increases in supply costs.

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.

Sewer Flow from the Town of Moreau/Ace Sewer Pump Station Capital Project

The Town of Moreau put in pump stations and sewer lines throughout their town with the anticipation of negotiating with the City of Glens Falls to treat their additional sewage. The City of Glens Falls and the Town of Moreau are probably not going to make a deal for additional flow to the City of Glens Falls. The Town of Moreau is currently looking at a project to run a sewer line south to connect into the Saratoga County sewer line on Ballard Rd. WWSA has concerns over how this would affect WWSA flow and making sure that WWSA capacity is reserved. With the prison closed, there is 240,000 gallons per day capacity that is unused. The Town of Moreau expects to send roughly 200,000-230,000 gallons per day, which should be sufficient for their needs for 15 years. They plan to send maximum capacity to the City of Glens Falls and send the remainder south to Saratoga County sewer line. It could be 4-5 years before any flow comes south but they are anticipating their future needs. They would need to build a pump station in the Town of Wilton close to the point of connection to the Saratoga County sewer line. While looking at potential land locations in Ballard Road area, the concept was made to potentially run Moreau's flow into WWSA's Ace Hardware pump station, re-do the Ace Hardware Pump Station to accommodate Moreau's flow, and Saratoga County would take over ownership of the pump station. If this concept comes to fruition, WWSA would no longer have a need for the Ace Hardware Sewer Pump Station Capital Project that was in the design phase, and would no longer be responsible for any future operational or maintenance costs of that station in the future. Work on the design of the Ace Hardware Sewer Pump Station Capital Project has been suspended pending decision on the future of the station.

Eddie Road Subdivision Proposed Water Line Loop

The first design draft should be ready by the end of the week.

Water and Sewer Extension for Forest Grove Subdivision

Work is done and paid except for the retainage. There were no change orders. The price was bumped up a small amount due to a change in prevailing wage and the exact increases of supply cost from vendors.

Artisanal Brewing Extension

Across the street from Artisanal is the Grant Graphics/Freihof building. D'Andrea's Pizza is moving into this building. They have submitted an application to the Department of Health for their project and to update the septic system. The Department of Health told them to tie into the sewer system. This is currently in the design phase. Also, next door to Artisanal, the Fire Department's well just went bad. They are currently designing a water main extension to the end of their property.

Dish Wireless Inquiry for Lease on Water Tower

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

Verizon Property Lease

Tower is up as of today. It is not operational yet, but expected to be functioning in June/July.

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. Web Instinct has increased their fees for the first time in 5+ years.

ADJOURNMENT

There being no further business brought before the Authority's Board, at 4:47p.m. on a motion by Treasurer Duffy and seconded by Dave Huestis, Chairman MacDougall adjourned the meeting with all in favor.