

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

May 19, 2020

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

Absent: Kirk Moline, Vice-Chairman; 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. Discussion regarding possible return to in person meetings for July meeting with precautions in accordance to Town Hall reopening policies.

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the March 17, 2020 meeting minutes. Treasurer Duffy offered the following resolution and moved its adoption:

**RESOLUTION: #20-10**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the minutes of the March 17, 2020 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 2020 and May 2020 (#04 & #05) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for April is \$58,301.13 and \$2,208.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for May is \$25,454.90 and \$0.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of April 2020 and May 2020 (#04 & #05) abstracts. Secretary Schneider offered the following resolution and moved its adoption:

**RESOLUTION #20-11**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the payment of April 2020 and May 2020 (#04 & #05) abstracts. The total for the Water & Sewer Fund for April is \$58,301.13 and \$2,208.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for May is \$25,454.90 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 \$158.33 for March and a positive \$108.74 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 \$158.33 for March and a positive \$108.74 for April. Treasurer Duffy offered the following resolution and moved its adoption:

**RESOLUTION #20-12**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the billing adjustments in the amount of a positive \$158.33 for March and a positive \$108.74 for April.

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.

**Budget**

The Board needs to approve a budget transfer from Contingency (a/c#02-1990-5.00400) to Engineer Review Fees (a/c#02-8110-5.00417) \$12,840 for the review of Forest Grove Sewer.

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

**RESOLUTION #20-13**

**NOW, THEREFORE, BE IT RESOLVED**, to approve a budget transfer from Contingency (a/c#02-1990-5.00400) to Engineer Review Fees (a/c#02-8110-5.00417) \$12,840

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

2019 Annual Investment Report presented to Board. This report will be included with Audit report as required by ABO.

Chairman MacDougall asked for a motion to formally accept the 2019 Annual Investment Report. Secretary Schneider offered the following resolution and moved its adoption:

#### **RESOLUTION #20-14**

**NOW, THEREFORE, BE IT RESOLVED**, to formally accept the 2019 Annual Investment Report.

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.

### Davidson Drive Tax District

The Davidson Drive Extension project will be paid back via a special tax district over 20 years, so the Board needs to cancel Capital Project #31 Davidson Drive Extension and transfer all costs accumulated to date to the Due From Other Governments account on the Water Fund as a long term receivable. This will be reduced each year as the Town transfers the tax money to WWSA.

Chairman MacDougall asked for a motion to cancel Capital Project #31 Davidson Drive Extension and transfer all costs accumulated to date to the Due From Other Governments account on the Water Fund. Secretary Schneider offered the following resolution and moved its adoption:

#### **RESOLUTION #20-15**

**NOW, THEREFORE, BE IT RESOLVED**, to cancel Capital Project #31 Davidson Drive Extension and transfer all costs accumulated to date to the Due From Other Governments account on the Water 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.

### Closure of Ballard Road Capital Project

The Board needs to ratify the closure of Capital Project #25 Ballard Road Water Line. The total cost was \$801,756.47. This has been capitalized in the Water Fund.

Chairman MacDougall asked for a motion to close Capital Project #25 Ballard Road Water Line. Treasurer Duffy offered the following resolution and moved its adoption:

#### **RESOLUTION #20-16**

**NOW, THEREFORE, BE IT RESOLVED**, to close Capital Project #25 Ballard Road Water Line.

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.

#### Re-appropriation of Budgets for Capital Projects

As happens every year, the Board needs to re-appropriate the unused budgets from the end of the prior year. The Board needs to approve the following:

- a. Increase Appropriated Fund Balance (a/c#01-0000-4.00599) and increase Interfund Transfers (a/c# 01-9900-5.09950) by \$15,600 to cover budget that was carried over in Capital Project #30 for the Davidson to Route 9 connection
- b. Increase Appropriated Fund Balance (a/c#01-0000-4.00599) and increase Interfund Transfers (a/c#01-9900-5.09950) by \$10,000 to cover budget that was carried over in Capital Project #28 for Forest Grove Water connection.
- c. Increase Appropriated Reserves (a/c#02-0000-4.00511) and Increase Interfund Transfers (a/c#02-9900-5.09950) by \$10,000 to cover budget that was carried over in Capital Project #29 for Forest Grove Sewer connection.

Chairman MacDougall asked for a motion to approve the re-appropriation of unused Capital Project budgets as outlined in the Comptroller's Report. Secretary Schneider offered the following resolution and moved its adoption:

#### **RESOLUTION #20-17**

**NOW, THEREFORE, BE IT RESOLVED**, to re-appropriate the unused Capital Project budgets as follows:

- a. Increase Appropriated Fund Balance (a/c#01-0000-4.00599) and increase Interfund Transfers (a/c# 01-9900-5.09950) by \$15,600 to cover budget that was carried over in Capital Project #30 for the Davidson to Route 9 connection
- b. Increase Appropriated Fund Balance (a/c#01-0000-4.00599) and increase Interfund Transfers (a/c#01-9900-5.09950) by \$10,000 to cover budget that was carried over in Capital Project #28 for Forest Grove Water connection.
- c. Increase Appropriated Reserves (a/c#02-0000-4.00511) and Increase Interfund Transfers (a/c#02-9900-5.09950) by \$10,000 to cover budget that was carried over in Capital Project #29 for Forest Grove Sewer connection.

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

Final reports as of 12/31/19 were provided to the Board. Reports for 1<sup>st</sup> Quarter 2020 were also provided to Board.

#### Budget to Actual Expenditure Report

Reports as of 4/30/20 are available for review.

## 2019 Audit

Cusack and Co. were able to complete their audit remotely. A draft of the audit report has been reviewed. The deferred compensation audit is still in process. The bound copies of both audits will be provided when the deferred compensation audit is complete. John Criscone will meet with Board at July meeting to discuss the audit.

## CHAIRMAN'S REPORT

### Late Fees Waiver due to COVID-19

The Board needs to ratify the vote taken by email to waive late fees for April 2020 and discuss late fees for May 2020 and June 2020.

Chairman MacDougall asked for a motion to ratify the waiving of late fees for April 2020 and to approve waiving of late fees for May 2020 and June 2020. Treasurer Duffy offered the following resolution and moved its adoption:

### **RESOLUTION #20-18**

**NOW, THEREFORE, BE IT RESOLVED**, to ratify the waiving of late fees for April 2020 and to approve the waiving of late fees for May 2020 and June 2020.

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.

## DIRECTOR'S REPORT

### Effects of COVID-19 on WWSA Operations

Robin has mostly been working from home with phone calls and computer access transferred to home. She comes to office daily to pick up mail and do tasks that can't be completed from home. Field staff have been alternating days on duty with exception of spring hydrant flushing and emergency situations.

### Water and Sewer Extension for Forest Grove Subdivision

Belmonte was supposed to close mid-March on purchase of property from Don Green but due to COVID-19, the bank decided they didn't want to do loan at last minute. Belmonte is looking into other financing options. The purchase option expires in June.

### Potential Land Lease to Verizon Wireless for Additional Tower Location

We have 3 cell service providers on water tank, with rents of approximately \$30,000 per year for land and tower use with a 3% rent escalator per year. Verizon has requested a contract to put an additional cell tower on WWSA owned property on Northern Pines Road on corner of Worth Road. The contract for this site would be for land use only. They would put their own tower on the property. Items discussed: initial rent, rent escalator, and if other providers be able to co-locate on Verizon tower. Land lease and tower would be contingent on Town of Wilton Planning Board approval.

### Cyber Liability Insurance Quote

Cyber Liability Insurance is in effect.

### 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. They speculate that the ductile iron pipe may have some erosion issues.

### Recent Power Outages

During recent power outage, the sewer force main on Northern Pines Rd got air-bound and Hearthstone station could not pump out into force main. SCSD came up and bled air out of the line. They installed 2 permanent air release valves at high points at Jones/Carr and Northern Pines/Worth Rd.

### Davidson Drive Water Line Extension

Maps, plans, and reports have been completed. The Town attorney reviewed them and made some small suggestions and they are being revised. The next step is for final approval from Town to accept the maps, plans, and reports, and a public hearing for the project has been set for June 5.

### 628 Maple Ave Water Line WWSA portion Capital Project #30

WWSA's portion of the water line has been installed and completed, except for some final testing. Neighboring properties on Rt 9 have expressed interest in connecting to this water and sewer, but have been unable to connect with owner. Connections to sewer from Rt 9 would require an easement from owner of 628 Maple.

### Sunoco Route 50

Sunoco/7-11 have hooked up to water and sewer.

### 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. Saratoga County Water Authority has sent us a new preliminary contract for purchasing water. We will be providing comment back regarding terms.

### 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 5:05 p.m. on a motion by Treasurer Duffy and seconded by Secretary Schneider, Chairman MacDougall adjourned the meeting with all in favor.