

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

May 21, 2025

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

Absent: Dave Huestis, Secretary; 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 March 25, 2025 meeting minutes. Joe Stadelmeyer offered the following resolution and moved its adoption:

RESOLUTION: #25-11

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the March 25, 2025 Wilton Water & Sewer Authority meeting as typed, without amendment.

The adoption of the foregoing resolution was seconded by Treasurer 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 April 2025 and May 2025 (#04 & #05) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for April is \$3,675,067.24 and \$300.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for May is \$24,485.23 and \$300.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of April 2025 and May 2025 (#04 & #05) abstracts. Vice Chairman Duffy offered the following resolution and moved its adoption:

RESOLUTION #25-12

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of April 2025 and May 2025 (#04 & #05) abstracts. The total for the Water & Sewer Fund for April is \$3,675,067.24 and \$300.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for May is \$24,485.23 and \$300.00 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 positive \$78.93 for March and positive \$614.53 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 \$78.93 for March and positive \$614.53 for April. Treasurer Schneider offered the following resolution and moved its adoption:

RESOLUTION #25-13

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$78.93 for March and positive \$614.53 for April.

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.

Budget

The Board needs to approve the following 2025 budget adjustments retroactive to 3/31/25:

- a. Increase Transfer to SCSD (a/c # 02-9000-5.09960) and increase Appropriated Fund Balance (a/c # 02-0000-4.00599) for \$3,880,600 each
- b. Increase Loss on transfer of General Fixed Assets to SCSD (a/c # 02-9900-5.09960) and an increase in Appropriated Fund Balance (a/c #02-0000-4.00599) by \$5,350,000 each
- c. Increase in Interfund transfers (a/c #02-9900-5.09950) and increase Appropriated Fund Balance (a/c #02-0000-4.00599) by \$150,200 each for the transfer of net fixed assets, inventory and OPEB Reserve funds from the Sewer Fund to the Water Fund
- d. Increase Interfund Revenues (a/c # 01-0000-4.05031) and increase Contingency (a/c # 01-1990-5.00400) by \$150,200 each for the transfer of net fixed assets, inventory and OPEB Reserve funds to the Water Fund from the Sewer Fund
- e. As is done every year, the Board needs to re-appropriate the ending budget balance in Capital Project # 36 for the Edie Road Loop for \$154,046.65 by increasing Contractual Expenses (a/c # 36-1440-5.00400) and Increasing Interfund transfers (a/c # 36-0000-4.05031) by \$154,046.65 and also increasing Interfund Transfers (a/c # 01-9900-5.09950) and Appropriated Fund Balance (a/c 01-0000-4.05031) in the Water Fund by \$154,046.65

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

- a. From Contingency (a/c # 01-1990-5.00400) to Meters (a/c # 01-8340-5.00416) for Meters for \$15,000

Chairman MacDougall asked for a motion to approve the 2025 budget amendments retroactive to 3/31/25, and the 2025 budget transfer per the Comptroller's Report. Vice Chairman Duffy offered the following resolution and moved its adoption:

RESOLUTION #25-14

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

2025 Budget Amendments retroactive to 3/31/25:

- a. Increase Transfer to SCSD (a/c # 02-9000-5.09960) and increase Appropriated Fund Balance (a/c # 02-0000-4.00599) for \$3,880,600 each
- b. Increase Loss on transfer of General Fixed Assets to SCSD (a/c # 02-9900-5.09960) and an increase in Appropriated Fund Balance (a/c #02-0000-4.00599) by \$5,350,000 each
- c. Increase in Interfund transfers (a/c #02-9900-5.09950) and increase Appropriated Fund Balance (a/c #02-0000-4.00599) by \$150,200 each for the transfer of net fixed assets, inventory and OPEB Reserve funds from the Sewer Fund to the Water Fund
- d. Increase Interfund Revenues (a/c # 01-0000-4.05031) and increase Contingency (a/c # 01-1990-5.00400) by \$150,200 each for the transfer of net fixed assets, inventory and OPEB Reserve funds to the Water Fund from the Sewer Fund
- e. As is done every year, the Board needs to re-appropriate the ending budget balance in Capital Project # 36 for the Edie Road Loop for \$154,046.65 by increasing Contractual Expenses (a/c # 36-1440-5.00400) and Increasing Interfund transfers (a/c # 36-0000-4.05031) by \$154,046.65 and also increasing Interfund Transfers (a/c # 01-9900-5.09950) and Appropriated Fund Balance (a/c 01-0000-4.05031) in the Water Fund by \$154,046.65

2025 Budget Transfers:

- a. From Contingency (a/c # 01-1990-5.00400) to Meters (a/c # 01-8340-5.00416) for Meters for \$15,000

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

Capital Projects

Now that Sewer Operations have been transferred to the SCSD, the Board needs to approve the closure of Capital Project #33, for the rebuild of the Ace Pump Station.

Chairman MacDougall offered the following resolution and moved its adoption:

RESOLUTION #25-15

NOW, THEREFORE, BE IT RESOLVED, to approve the closure of Capital Project #33 for the Ace Sewer Pump Station.

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.

Final 2024 Internal Financial Statements

One error was corrected after the March Board meeting. The Water Fund metered water revenues and water rents receivable were overstated by \$38,661.30. Copies of the corrected version are available upon request.

Internal Financial Statements for 1st quarter 2025

These reports are attached. The Budget to Actual Report includes the actions approved today.

2025 Budget to Actual Reports

This report as of 5/16/25 is available upon request.

Paris Report Update

The Paris Report was updated to reflect the correction to the Final 2024 Internal Financial Statements noted above.

2024 Draft Audit Report

The 2024 audit is complete. The comptroller has received a copy of the draft report and is reviewing. John Criscone will attend the July Board meeting to present the final report.

CHAIRMAN'S REPORT

DIRECTOR'S REPORT

Proposed Amended 2025 Budget after SCSD#1 Take Over of Sewer Operations

The Board was provided with an amended 2025 budget reflecting the changes with the sewer operations transferring to Saratoga County. Certain expenses like salaries that were split between water and sewer now will be covered by water funds only. There was one quarter of revenue and one quarter of expense related to sewer in 2025 that will no longer apply for the remaining three quarters, but the combined water/sewer expenses will need to be accounted for. There is also an adjustment to account for additional part time staff needed due to field technician's paternity leave.

Chairman MacDougall asked for a motion to approve the amended 2025 Budget after the SCSD#1 take over of sewer operations. Treasurer Schneider offered the following resolution and moved its adoption:

RESOLUTION #25-16

NOW, THEREFORE, BE IT RESOLVED, to approve the amended 2025 Budget after the SCSD#1 take over of sewer operations.

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.

Recent Water Main Breaks

There have been recent water main breaks in the areas of Jodi Ln/Jones Rd and Heritage Apartments. There was a water break in the Jodi Lane area this winter that developed a sinkhole at the location of the repair when the ground thawed. There was a concern that it was leaking again, but when it was dug up it was not leaking. It's possible that sand covered snow was in the fill at the first repair leaving a hole as it melted. A second break occurred at Heritage Apartments that we are waiting for the bills related to the repair to arrive.

Annual Water Quality Report

We must do an annual report for the State, post it online, and notify customers on their bills that it is available. The report for 2024 has been completed and posted to the website.

Saratoga County Department of Health

The Saratoga County Department of Health has taken over the administration of water systems in Saratoga County from New York State Department of Health as of 4/1/25. WWSA will now send reports to the County rather than the State.

Edie Road Water Loop Progress

We still have the same issue with the railroad crossing. The contractor is going to update a quote to finish out the remaining 1300 ft of pipe that they can do on either side of the crossing. There will then be only a 50 ft section remaining under the tracks to complete.

Transfer of Sewer Operations and Assets to Saratoga County

The transfer of sewer operations to Saratoga County was done effective 4/1/25. On 4/1/25, WWSA sent bills for the ending 1st quarter service. At the same time, Saratoga County sent out their bill for sewer collection service for 4/1/25-12/31/25. This caused customer confusion and concern that the Saratoga County bill was fraudulent, as the mailings arrived at the same time. WWSA had a letter generated to explain the change, but this letter arrived after the receipt of both bills. There was also an issue with the transfer of National Grid bills for grinder pumps and sewer pump stations. National Grid is in the process of rolling out their new smart meters at the same time as the account transfers. There was a billing error with the accounts that had a new smart meter changeover, in which many accounts were charged for the full lifetime usage registered on the old meter, rather than just new usage, resulting in grossly overcharged final bills. Bills for grinder pumps that were typically \$20-25 per month, now were >\$1000 for the final week of service. National Grid recognizes the error, but we are still working with customer service to get all the account billings corrected

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 4:51p.m. on a motion by Vice Chairman Duffy and seconded by Joe Stadelmeyer, Chairman MacDougall adjourned the meeting with all in favor.