

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

July 15, 2025

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

Absent: Scott Duffy, Vice Chairman

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

Approve Pending Minutes

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

RESOLUTION: #25-17

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the May 21, 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.

Review of 2024 Audit Report

John Criscone from Cusack and Company presented to the board the findings of annual audit performed for year ending 12/31/2024.

COMPTROLLER'S REPORT

Bills

The June 2025 and July 2025 (#06 & #07) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for June is \$48,058.66 and \$300.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$159,121.19 and \$300.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of June 2025 and July 2025 (#06 & #07) abstracts. Secretary Huestis offered the following resolution and moved its adoption:

RESOLUTION #25-18

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of June 2025 and July 2025 (#06 & #07) abstracts. The total for the Water & Sewer Fund for June is \$48,058.66 and \$300.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$159,121.19 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 \$845.80 for May and net zero for June need to be approved by the Board.

Chairman MacDougall asked for a motion to approve the billing adjustments in the amount of a positive \$845.80 for May and net zero for June. Joe Stadelmeyer offered the following resolution and moved its adoption:

RESOLUTION #25-19

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$845.80 for May and net zero for June.

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 budget transfers:

- a. From Contingency (a/c# 01-0000-5.00400) to Repairs and Maintenance (a/c# 01-8340-5.00413) \$80,000 to replace the budget exhausted with water main breaks in the first 6 months of 2025
- b. From Contingency (a/c# 02-1990-5.00400) \$6139 to:
 - Insurance (a/c# 02-8110-5.00408) \$110
 - Professional Fees (a/c# 02-8110-5.00410) \$375
 - Personal Services (a/c# 02-8122-5.00100) \$810
 - Repairs and Maintenance (a/c# 02-8122-5.00413) \$4,000
 - State Retirement Tier 4 \$2,510
 - State Retirement Tier 6 (\$2,235)
 - Social Security (a/c# 02-9000-5.00830) \$444
 - Workers Comp (a/c# 02-9000-5.00840) \$10
 - Medical Insurance (a/c# 02-9000-5.00860) \$115

The Board also needs to approve the following budget amendments:

- c. Increase Interfund transfer expense (a/c #01-9900-5.09950) and increase Appropriated Fund Balance (a/c #01-0000-4.00599) by \$10,000 to cover budget shortfall due to a change order for the Edie Road Capital Project for \$146,150, and

- engineering and storage costs for the pipe for the project
- d. Increase Interfund Transfer revenues (a/c # 36-0000-4.05031) by \$10,000 and increase Contractual Expenses (a/c # 36-1440-5.00400) by \$10,000

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

RESOLUTION #25-20

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

Budget Transfers:

- a. From Contingency (a/c# 01-0000-5.00400) to Repairs and Maintenance (a/c# 01-8340-5.00413) \$80,000 to replace the budget exhausted with water main breaks in the first 6 months of 2025
- b. From Contingency (a/c# 02-1990-5.00400) \$6139 to:

Insurance (a/c# 02-8110-5.00408)	\$110
Professional Fees (a/c# 02-8110-5.00410)	\$375
Personal Services (a/c# 02-8122-5.00100)	\$810
Repairs and Maintenance (a/c# 02-8122-5.00413)	\$4,000
State Retirement Tier 4	\$2,510
State Retirement Tier 6	(\$2,235)
Social Security (a/c# 02-9000-5.00830)	\$444
Workers Comp (a/c# 02-9000-5.00840)	\$10
Medical Insurance (a/c# 02-9000-5.00860)	\$115

Budget Amendments:

- a. Increase Interfund transfer expense (a/c #01-9900-5.09950) and increase Appropriated Fund Balance (a/c #01-0000-4.00599) by \$10,000 to cover budget shortfall due to a change order for the Edie Road Capital Project for \$146,150, and engineering and storage costs for the pipe for the project
- b. Increase Interfund Transfer revenues (a/c # 36-0000-4.05031) by \$10,000 and increase Contractual Expenses (a/c # 36-1440-5.00400) by \$10,000

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.

Juneteenth

The Board needs to ratify the decision to give employees June 19th as an additional holiday as the Town of Wilton decided to close Town Hall for this holiday.

Chairman MacDougall asked for a motion to approve holiday leave time for Juneteenth annually. Secretary Huestis offered the following resolution and moved its adoption:

RESOLUTION #25-21

NOW, THEREFORE, BE IT RESOLVED, to approve holiday leave time for Juneteenth annually.

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.

Certificates of Deposit Maturities

The following CDs will mature shortly with a total interest to be received of \$302,520:

	Face Value	Maturity Value
Water Replacement	\$3,690,000	\$3,810,102.84
OPEB	\$ 211,271	\$ 218,147.91
Unrestricted	\$3,900,000	\$4,026,936.98
Water Replacement	\$ 335,000	\$ 348,602.33
Unrestricted	\$ 830,000	\$ 863,701.31
OPEB	\$ 32,000	\$ 33,299.32

The first three mature on 7/18/25 and the second three mature on 7/25/25.

Internal Financial Statements

Internal financial statements for the 2nd quarter 2025 will be emailed to the Board.

Budget to Actual Reports

This report as of 7/14/25 is available upon request.

Update on Transfer of Sewer Operations to SCSD

The comptroller provided a memo to the Board outlining what assets have been transferred to the Saratoga County Sewer District, including fixed assets at a loss of \$5,342,318.21, cash in the Replacement Reserve totaling \$2,493,191.81, and cash in the Capital Improvement Reserve totaling \$1,027,074.32. Sewer accounts will remain on the financial statements through 2025 due to Q1 activity, then will be eliminated in 2026. The Board discussed the reserved cash in the Adirondack Trust account (\$405,030) and future receipt of special district fees and interest to this account owed to WWSA for repayment of the Forest Grove sewer line (\$593,135.79).

Chairman MacDougall asked for a motion to approve retaining the reserved funds in the Adirondack Trust account and the future receipt of Forest Grove special district fees and interest to stay with the WWSA. Secretary Huestis offered the following resolution and moved its adoption:

RESOLUTION #25-22

NOW, THEREFORE, BE IT RESOLVED, to approve retaining the reserved funds in the Adirondack Trust account and the future receipt of Forest Grove special district fees and interest to stay with the WWSA.

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.

2024 Audit Report

The Board needs to formally accept the 2024 draft audit report provided by Cusack and Company.

Chairman MacDougall asked for a motion to formally accept the audit reports provided by Cusack and Company. Joe Stadelmeyer offered the following resolution and moved its adoption:

RESOLUTION #25-23

NOW, THEREFORE, BE IT RESOLVED, to accept the 2024 financial audit provided by Cusack and Company.

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.

CHAIRMAN'S REPORT

DIRECTOR'S REPORT

Department of Health Water System Inspection

The NYS Department of Health visits every other year to do an inspection of WWSA water system. This year, the NYS Department of Health is transitioning these responsibilities to the newly formed Saratoga County Department of Health. Representatives from both entities came to do the inspection as training for the new DOH. No critical violations, no non-critical violations, and no deficiencies were noted. They followed up with a request for additional inspection of the water tanks by video robot or diver every 5 years, with cost estimate of \$11,900.

Recent Water Main Breaks

There was a recent water main break at Wilton Town Hall. The highway department is extending the water line to the back of the yard for easier access to water for washing the trucks. We also sell bulk water to contractors and water suppliers for pool fills. The new line will provide an easier place for them to get in and out. They started the project on Monday near the existing hydrant and valve. They dug it up and determined they would have to put a T there to connect to the new location. On Thursday, as they were cutting in to put the T in, the valve blew off. The break was isolated quickly and repaired by the end of the day. The root cause of the break was having the hole open for multiple days while still allowing tankers to come fill with purchased water off the existing hydrant, the pressure caused the valve to blow.

Eddie Road Water Loop Progress

The last 1800 ft of pipe is scheduled to be put in at Bullard Lane around 7/28/25. The pipe has been in storage with Bill Morris. Water will then be available on both sides of the railroad tracks. There will then be only a 50 ft section remaining under the tracks left to complete as a separate project.

Comptroller Replacement

Interviews will take place at the end of the month for a potential replacement for the retiring comptroller.

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 4:49p.m. on a motion by Secretary Huestis and seconded by Joe Stadelmeyer, Chairman MacDougall adjourned the meeting with all in favor.