

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

July 16, 2024

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

Absent: Evan Schneider, Treasurer

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, 2024 meeting minutes. Secretary Huestis offered the following resolution and moved its adoption:

**RESOLUTION: #24-23**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the minutes of the May 21, 2024 Wilton Water & Sewer Authority meeting as typed, without amendment.

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.

Annual Audit Presentation Cusack and Company

The in-person presentation of the annual audit findings by the auditor has been postponed to the September Board meeting as the lead auditor has been called away on a family commitment. The Board is in receipt of the written report provided by the auditor. The comptroller has reviewed the drafts and requested corrections have been made.

COMPTROLLER'S REPORT

Bills

The June 2024 and July 2024 (#06 & #07) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for June is \$161,325.91 and \$600.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$70,583.37 and \$300.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of June 2024 and July 2024 (#06 & #07) abstracts. Vice Chairman Duffy offered the following resolution and moved its adoption:

**RESOLUTION #24-24**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the payment of June 2024 and July 2024 (#06 & #07) abstracts. The total for the Water & Sewer Fund for June is \$161,325.91 and \$600.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$70,583.37 and \$300.00 for the Capital Projects Fund.

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.

**Billing Adjustments**

Billing adjustments in the amount of a positive \$341.95 for May and positive \$23.26 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 \$341.95 for May and positive \$23.26 for June. Secretary Huestis offered the following resolution and moved its adoption:

**RESOLUTION #24-25**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the billing adjustments in the amount of a positive \$341.95 for May and positive \$23.26 for June.

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 budget transfers:

- a. From Contingency (a/c# 01-1990-5.00400) to Repairs and Maintenance-Transportation and Distribution (a/c# 01-8340-5.00413) for \$30,000, to cover the shortfall caused by the payment to WJ Morris for water valve repairs in Lake Elizabeth and to provide additional budget for the remainder of the year.
- b. From Contingency (a/c# 01-1990-5.00400) to Repairs and Maintenance-Source Power and Pumping (a/c# 01-8320-5.00413) for \$14,500, to cover the shortfall caused by payments to MJR Constructions and Copper Field Systems for well cleaning, generator repair, and to provide additional budget for the remainder of the year.

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

**RESOLUTION #24-26**

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

- a. From Contingency (a/c# 01-1990-5.00400) to Repairs and Maintenance-Transportation and Distribution (a/c# 01-8340-5.00413) for \$30,000

- b. From Contingency (a/c# 01-1990-5.00400) to Repairs and Maintenance-Source Power and Pumping (a/c# 01-8320-5.00413) for \$14,500

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.

#### 2023 Audit Report

The Board needs to formally accept the 2023 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. Secretary Huestis offered the following resolution and moved its adoption:

#### **RESOLUTION #24-27**

**NOW, THEREFORE, BE IT RESOLVED**, to accept the 2023 financial audit provided by Cusack and Company.

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.

#### Ratification of Holiday Leave Time Approved for July 5, 2024

Due to WWSA's office location in a Town of Wilton building, we follow the Town's holiday schedule. A few days before the July 4 holiday, the Town Board voted to close the offices on Friday July 5, 2024 to make it a long weekend. Because this extra holiday is not listed in the WWSA Personnel Policy, it needs to be ratified by the Board.

Chairman MacDougall asked for a motion to approve holiday leave time for July 5, 2024. Secretary Huestis offered the following resolution and moved its adoption:

#### **RESOLUTION #24-28**

**NOW, THEREFORE, BE IT RESOLVED**, to approve holiday leave time for July 5, 2024.

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.

#### 2024 Budget to Actual Revenue and Expenditure Reports

These reports as of 7/12/24 are available upon request.

#### Internal Financial Statements

Internal financial statements for 6/30/24 are attached.

## CHAIRMAN'S REPORT

### DIRECTOR'S REPORT

#### Small Claims Court

28 Cider Mill Way was an existing property that the Mill at Smith Bridge Road was subdivided around. This property was not included in the fee calculations for the subdivision. When the property was sold, it was discovered that it had been illegally connected. The new owner was advised 2-3 years ago that the connection fees would need to be paid and a meter installed. We would follow up with him periodically, but he never followed through with payment and continued to use unmetered water. He felt that the payment should be the seller's responsibility. He was advised to contact his attorney to seek repayment from the seller. Once he was informed that the property's water connection would be disconnected due to non-payment, he reluctantly agreed to a payment plan with an initial payment of \$775 and \$300 quarterly to a total of \$3775. His meter was installed 2/21/24. He made one \$300 payment and then presented a case to small claims court. The case was heard in the City Court of Saratoga Springs due to the dollar amount. The judge informed him that the statute of limitations was up as his loss was 2-3 years ago and that WWSA could countersue for the years of unbilled water use. He agreed to drop the case and continue with the payment plan.

#### Saratoga County Sewer District #1-Wilton Sewer Force Main project

In anticipation of the transfer of WWSA operations, Saratoga County Sewer District #1 has commissioned MJ Engineering to complete a hydraulic analysis of the entire sewer force main in Wilton and expects to replace or add to existing main from Ballard Rd. to Carr Rd. This project will use up most, if not all, of the available WWSA sewer funds pending transfer to the County and will ensure the funds benefit residents in the town of Wilton. The transfer of sewer operations is estimated to occur at the end of the year.

#### Amsure Annual Insurance Review

David Meager with Amsure Insurance provided by email to the Board a summary of WWSA insurances. He can be available to speak to the Board in person if there are any questions.

#### Ace Pump Station County Startup

The Ace Pump County station has been finished for 1 1/2 months. The start up was cancelled 3 times due to trouble getting the National Grid meter installed. That has been resolved. The supplier of the pump station will now need to come back to do the start up. Once the start up is done, WWSA's existing pump station will be taken offline and the new county station will be operated and managed by Saratoga County Sewer District.

#### Eddie Road Water Loop Progress

For the railroad crossing, we had to do test soil borings. Terracon borings were completed and showed high groundwater. The water table is high and the area around the tracks is low. The original directional drilling plan will not work with the 25% moisture in the sand. A new boring plan needs to be completed using closed head micro-tunneling.

### 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.

### Rt 50 Senior Apartments

Proper planning for the Rt 50 Senior Apartments proposed connection would be to include a water line system loop from Ingersoll/Old Gick Rd to Perry Rd. to prevent 2 dead ends in close proximity. A looped system would also benefit the Senior Apartments with better fire protection and continued service in the event of a water break affecting one end. There has been push back regarding the additional costs needed to loop the system. The added costs are estimated to be less than 1/10<sup>th</sup> of 1% of the cost of the project.

### Audit and Corporate Governance Committee Meetings

Meetings for the Audit and Corporate Governance committees have been postponed to the September Board meeting.

### ADJOURNMENT

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