

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

July 19, 2022

Present: Dave MacDougall, Chairman; Kirk Moline, Vice-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:

Treasurer Duffy called the meeting to order at 4:00 pm

Approve Pending Minutes

Treasurer Duffy asked for a motion to approve the May 17, 2022 meeting minutes. Dave Huestis offered the following resolution and moved its adoption:

**RESOLUTION: #22-23**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the minutes of the May 17, 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 June 2022 and July 2022 (#06 & #07) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for June is \$137,990.12 and \$31,405.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$77,527.16 and \$13,811.02 for the Capital Projects Fund.

Treasurer Duffy asked for a motion to approve the payment of June 2022 and July 2022 (#06 & #07) abstracts. Secretary Schneider offered the following resolution and moved its adoption:

**RESOLUTION #22-24**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the payment of June 2022 and July 2022 (#06 & #07) abstracts. The total for the Water & Sewer Fund for June is \$137,990.12 and \$31,405.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$77,527.16 and \$13,811.02 for the Capital Projects Fund.

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

### Review of 2021 Audit Report

John Criscone from Cusack and Company presented to the board the findings of annual audit performed for year ending 12/31/2021.

### 2021 Audit Report

The Board needs to formally accept the 2021 draft audit report presented by John Criscone.

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

#### **RESOLUTION #22-25**

**NOW, THEREFORE, BE IT RESOLVED**, to accept the 2021 financial audit provided by Cusack and Company.

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.

### Billing Adjustments

Billing adjustments in the amount of a positive \$326.01 for May and a positive \$562.72 for June need to be approved by the Board.

Treasurer Duffy asked for a motion to approve the billing adjustments in the amount of a positive \$326.01 for May and a positive \$562.72 for June. Dave Huestis offered the following resolution and moved its adoption:

#### **RESOLUTION #22-26**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the billing adjustments in the amount of a positive \$326.01 for May and a positive \$562.72 for June.

The adoption of the foregoing resolution was seconded by Chairman MacDougall, 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 from:

- i. A transfer from Contingency (a/c #01-1990-5.00400) to Repair and Maintenance (a/c #01-8320-5.00413) for \$8000 to cover the budget shortfall for well repairs in Mulberry.
- ii. A transfer from Personal Services (a/c #01-8320-5.00100) to Contractual Expenses (a/c #01-8320-5.00400) for \$7,100 for Rickey Mangona, the weekend and fill-in contract operator.

The Board needs to approve the following budget amendments:

- i. Increase Engineer Review Fees (a/c #01-8310-5.00417) and increase water review fees (a/c #01-0000-4.02592) by \$1400

- ii. Budget amendment for the Edie Road Capital Project as referenced in Directors Report:

Increase Cont. Exp. (a/c #36-1440-5.00400)	\$279,425
Increase Interfund Trans (a/c #36-0000-4.05031)	\$279,425
Increase Interfund Trans (a/c #01-9900-5.09950)	\$279,425
Increase Approp. Fund Bal. (a/c #01-0000-4.00599)	\$279,425

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

**RESOLUTION #22-27**

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

Budget transfers:

- iii. A transfer from Contingency (a/c #01-1990-5.00400) to Repair and Maintenance (a/c #01-8320-5.00413) for \$8000 to cover the budget shortfall for well repairs in Mulberry.
- iv. A transfer from Personal Services (a/c #01-8320-5.00100) to Contractual Expenses (a/c #01-8320-5.00400) for \$7,100 for Rickey Mangona, the weekend and fill-in contract operator.

Budget amendments:

- iii. Increase Engineer Review Fees (a/c #01-8310-5.00417) and increase water review fees (a/c #01-0000-4.02592) by \$1400
- iv. Budget amendment for the Edie Road Capital Project:

Increase Cont. Exp. (a/c #36-1440-5.00400)	\$279,425
Increase Interfund Trans (a/c #36-0000-4.05031)	\$279,425
Increase Interfund Trans (a/c #01-9900-5.09950)	\$279,425
Increase Approp. Fund Bal. (a/c #01-0000-4.00599)	\$279,425

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.

**Internal Financial Statements**

The internal financial statements as of 6/30/22 are attached. At the halfway point through the year, revenues are running 12% above the budget for 6 months, and expenditures (excluding contingency, transfer to the Capital Projects and the contribution to the replacement reserves) are running 6.5% over the 6 month budget.

**Budget to Actual Expenditure Reports**

The report as of 7/15/22 is available.

## CHAIRMAN'S REPORT

### DIRECTOR'S REPORT

#### Edie Road Water Loop Bids, Contract, and Budget

Bid results were provided to Board. The bids came in higher than the original projected budget. The original footage estimate was off by 2950 LF. We had estimated a cost of \$80/foot, but the low bid by D/N Excavating came in at \$90.60/foot. Budget proposed to be increased by \$279,425.00 as outlined in Comptroller Report. Board provided with a copy of the contract that has been reviewed by attorney Dennis Feeney.

Treasurer Duffy asked for a motion to authorize Chairman MacDougall to sign the Grande Highlands Subdivision-Waterline Loop Capital Project-Louden Road/Edie Road/Bullard Lane Waterline Agreement. Secretary Schneider offered the following resolution and moved its adoption:

#### **RESOLUTION #22-28**

**NOW, THEREFORE, BE IT RESOLVED**, to authorize Chairman MacDougall to sign the Grande Highlands Subdivision-Waterline Loop Capital Project-Louden Road/Edie Road/Bullard Lane Waterline Agreement.

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.

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

The Ace Hardware Sewer Pump Station Capital Project was placed on hold pending the outcome of the proposed sewer flow from the Town of Moreau. Their first meeting with the Saratoga County Sewer District is tomorrow. The concept is that they will do the necessary upgrades to the system in the Exit 16 area and the Ace Hardware Sewer Pump Station to accommodate the existing flow that they will have coming south to Saratoga County. They have an existing contract with the City of Glens Falls for a finite amount of sewage, but for future development in the town they will need excess capacity. Saratoga County would need to take over the Ace Hardware Sewer Pump Station from WWSA, with flow from WWSA and Town of Moreau combined.

#### Water and Sewer Extension for Forest Grove Subdivision

Work is done. We are waiting on Environmental Design Partnership to revise a couple of their bills where they had inadvertently billed surveying work to WWSA that were the contractor's responsibility. Once those are received and paid, the project can be closed out and we will be able to calculate the buy in fees for each of the new lots in this area.

#### Dish Wireless Inquiry for Lease on Water Tower

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

Verizon Property Lease

There is no antenna yet on the new cell tower. The pole is up and the control panel is there. The wiring is done, but the electric service is not hooked up yet. They have begun paying rent to WWSA.

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 4:45p.m. on a motion by Chairman MacDougall and seconded by Dave Huestis, Treasurer Duffy adjourned the meeting with all in favor.