

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

July 21, 2020

Present: Dave MacDougall, Chairman; Kirk Moline, Vice-Chairman; Scott Duffy, Treasurer; Mark Moshier, Board Member; Dennis Feeney, Attorney at Law; Michael Mooney, Director; Ryan Ripper, Engineer; Carol Green, Comptroller

Absent: Evan Schneider, Secretary

Chairman MacDougall called the meeting to order at 3:32pm

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.

Review of 2019 Audit Report

John Criscone from Cusack and Company presented to the board the findings of annual audit performed for year ending 12/31/2019.

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the May 19, 2020 meeting minutes. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION: #20-19

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the May 19, 2020 Wilton Water & Sewer Authority meeting as typed, without amendment.

The adoption of the foregoing resolution was seconded by Mark Moshier, 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 2020 and July 2020 (#06 & #07) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for June is \$99,263.87 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$101,088.57 and \$0.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of June 2020 and July 2020 (#06 & #07) abstracts. Vice Chairman Moline offered the following resolution and moved its adoption:

RESOLUTION #20-20

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of June 2020 and July 2020 (#06 & #07) abstracts. The total for the Water & Sewer Fund for June is \$99,263.87 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$101,088.57 and \$0.00 for the Capital Projects Fund.

The adoption of the foregoing resolution was seconded by Mark Moshier, 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 \$118.58 for June need to be approved by the Board. There were no billing adjustments for May.

Chairman MacDougall asked for a motion to approve the billing adjustments in the amount of a positive \$118.58 for June. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #20-21

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$118.58 for June.

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.

Budget

The Board needs to approve a budget transfer from Contingency (a/c#01-1990-5.00400) to Repairs and Maintenance (a/c#01-8320-5.00413) \$7,300 to cover the Water Source, Power and Pumping portion of MJR invoice outlined in July abstract.

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

RESOLUTION #20-22

NOW, THEREFORE, BE IT RESOLVED, to approve a budget transfer from Contingency (a/c#01-1990-5.00400) to Repairs and Maintenance (a/c#01-8320-5.00413) \$7,300.

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

Correction made to investment report provided at last meeting. Maturity dates on last 3 CDs read 9/21/20 and should have read 9/21/21.

2019 Audit Report

The Board needs to formally accept the 2019 draft audit report presented by John Criscone, then Cusack and Company will send bound final copies.

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

RESOLUTION #20-23

NOW, THEREFORE, BE IT RESOLVED, to accept the 2019 financial audit, deferred compensation, and investment reports provided by Cusack and Company.

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

Internal Financial Statement reports as of 6/30/20 are attached

Budget to Actual Expenditure Report

Reports as of today are available for review.

CHAIRMAN'S REPORT

Late Fees Waiver due to COVID-19

A history of late fees typically collected in prior years, and approximate fees waived for 2nd quarter 2020 due to Covid-19, were provided to the Board. The Board discusses continuing to waive late fees through 8/31/20 due to Covid-19. Late fees to be assessed on outstanding balances after 8/31/20.

Chairman MacDougall asked for a motion to continue to waive late charges through August 31, 2020. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #20-24

NOW, THEREFORE, BE IT RESOLVED, to waive late fees through August 31, 2020.

The adoption of the foregoing resolution was seconded by Mark Moshier, 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 continues to work partially in office and partially from home with phone calls and computer access transferred to home. Field staff have been maintaining social distancing and rotating shifts.

Water and Sewer Extension for Forest Grove Subdivision

Per Peter Belmonte, the project is currently on hold. He is optimistic the project will again move forward in the fall when the pandemic uncertainty has passed. When it begins moving forward again, contract will be revisited.

Potential Land Lease to Verizon Wireless for Additional Tower Location

Verizon is proposing a 100 ft. x 100 ft. spot at warehouse property for placing a tower. Key points of final offer for land lease provided to Board. \$18,000 rent per year with \$3600 addition per co-location. The Board needs to approve the terms of the rental and allow the Chairman authority to sign the contract, then Verizon will proceed with site plans and getting approval via Town Planning Board for placing the tower.

Chairman MacDougall asked for a motion to approve the terms of the Verizon Land Lease and authorize the Chairman to sign the contract. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #20-25

NOW, THEREFORE, BE IT RESOLVED, to approve the terms of the Verizon Land Lease and authorize the Chairman to sign the contract.

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

Water Use for Q2

Water use is up 20% in Q2, likely a result of dry weather and more people at home due to Covid-19.

Mulberry Water Plant

There have been a couple of minor problems with wells at Mulberry Water Plant. A budget transfer was done during Comptroller Report for some repairs. A new pump and motor have been ordered for one well and will be installed shortly. Water level has been consistent around 32 ft.

Davidson Drive Water Line Extension

Town Board accepted the maps, plans and reports at their last meeting. They set a public hearing for the next town board meeting. After the public hearing takes place, the petition can be circulated for signatures to determine if project will move forward.

628 Maple Ave Water Line WWSA portion Capital Project #30

WWSA's portion of the water line has been installed and completed, but we have not yet received the bill from the builder of the project. Neighboring properties on Rt 9 have expressed interest in connecting to this water and sewer. 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, and lines have been transferred to WWSA.

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 is trying to renew and standardize their contracts. SCWA has sent us a new draft contract for purchasing water. We will be providing comment back regarding change in 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 4:21 p.m. on a motion by Treasurer Duffy and seconded by Mark Moshier, Chairman MacDougall adjourned the meeting with all in favor.