

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

July 24, 2023

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 4:05 p.m.

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the May 24, 2023 meeting minutes. Secretary Huestis offered the following resolution and moved its adoption:

RESOLUTION: #23-21

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the May 24, 2023 Wilton Water & Sewer Authority meeting as typed, without amendment.

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.

Review of 2022 Audit Report

John Criscone from Cusack and Company presented to the board the findings of annual audit performed for year ending 12/31/2022.

2022 Audit Report

The Board needs to formally accept the 2022 draft audit report presented by John Criscone.

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

RESOLUTION #23-22

NOW, THEREFORE, BE IT RESOLVED, to accept the 2022 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.

COMPTROLLER'S REPORT

Bills

The June 2023 and July 2023 (#06 & #07) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for June is \$66,325.67 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$105,132.65 and \$0.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of June 2023 and July 2023 (#06 & #07) abstracts. Vice Chairman Duffy offered the following resolution and moved its adoption:

RESOLUTION #23-23

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of June 2023 and July 2023 (#06 & #07) abstracts. The total for the Water & Sewer Fund for June is \$66,325.67 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$105,132.65 and \$0.00 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 \$2064.56 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 \$2064.56 for June. Secretary Huestis offered the following resolution and moved its adoption:

RESOLUTION #23-24

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$2064.56 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

No budget amendments or transfers are required today.

Bank Account Signatories

At the last meeting, the Board approved a resolution removing Kirk Moline and adding Scott Duffy as approved signatories on bank accounts. Forms for signatures from Saratoga National Bank were provided and signed. The approved signatories need to go to Adirondack Trust in person to sign.

Budget to Actual Expenditure Reports

The report as of 7/21/23 is available.

Internal Financial Statements

Internal Financial Statements as of 6/30/23 are attached.

Funding of the OPEB (Health Insurance for Retirees)

The comptroller has redone the present value calculations for 2023 using the updated premium and interest rates to see if we should increase our 2023 funding. At 12/31/22, we recorded a liability of \$232,530 for the present value of the future costs of this benefit. I realized an error had been made in 2022 for Robin. The 2-person rate was used for the Medicare Premium reimbursement costs. The present value calculated for 2023 using the correct rates is \$192,393. At 6/30/23, the WWSA has reserved \$219,696.06 to fund these future premiums so no increase will be necessary.

CHAIRMAN'S REPORT

DIRECTOR'S REPORT

Saratoga County Sewer District #1 Take Over of Sewer Operation

A copy of a contract and resolution were provided for the Boards review. If the Board chooses to pass this resolution, it will give Dave the authority to sign the contract. The agreement is for WWSA to transfer the physical assets and capital to the Saratoga County Sewer District and for the Saratoga County Sewer District to take over operations of sewer system. The capital will be transferred on condition that it is to be used for the benefit of Wilton sewer in the future. The transfer date will be scheduled to best coordinate with the adjustments needed to the resident tax bills. A license will be provided to allow for work to be done to the Ace Pump Station upgrade prior to the transfer.

Chairman MacDougall asked for a motion to approve the resolution as written. Vice Chairman Duffy offered the following resolution and moved its adoption:

RESOLUTION #23-25

NOW, THEREFORE, BE IT RESOLVED, to approve the chairman to sign the agreement to grant a license to SCSD to allow access to make necessary upgrades to the Ace Pump Station facility, and to transfer sanitary and sewer improvements, facilities, and capital fund to SCSD upon dedication.

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.

Ace Pump Station County Contract Update

The County is ready to start building the new sewer main from the Town of Moreau that will connect at the Ace Pump Station.

Agreement for Past Due Water Payment

At the last meeting, the Board passed a resolution for an agreement for a payment plan for a landlord in town with significant past due bills. There has been no action on this yet. The landlord received the agreement but has not signed, nor provided the letter of credit or down payment. The terms of the agreement will now need to be updated with the newest quarterly bill reflected. WWSA is holding off providing new meters for new rental units until the past due bills are paid or an agreement is reached.

Edie Road Water Line Loop Progress

No new information to report. There has been a little more contact with the railroad recently regarding the railroad crossing. Once the railroad crossing is done, work will be paused until Belmonte is ready in the 2nd phase of Forest Grove to extend the line out to Bullard Lane.

Water and Sewer Extension for Forest Grove Subdivision

The expenses and debt service schedule for the Forest Grove Special District were presented to the Board. Based on 323 connections, the repayments per connection in this special district will be \$1552.57 for water and \$2929.10 for sewer for the first 5 years. This will be recalculated every 5 years.

Chairman MacDougall asked for a motion to approve the Forest Grove Special District Fees. Joe Stadelmeyer offered the following resolution and moved its adoption:

RESOLUTION #23-26

NOW, THEREFORE, BE IT RESOLVED, to approve the Forest Grove Special District Fees of \$1552.57 for water and \$2929.10 for sewer per connection until recalculation in 5 years.

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.

Dish Network Cell Tower

Dish Network has started work to connect on the Ballard Rd water tower. Rental fees will begin the following month.

Jones Road Cell Site

No new information to report.

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 5:11p.m. on a motion by Secretary Huestis and seconded by Vice Chairman Duffy, Chairman MacDougall adjourned the meeting with all in favor.