

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

September 17, 2019

Present: Scott Duffy, Treasurer; Evan Schneider, Secretary; Mark Moshier, Board Member; Dennis Feeny, Attorney at Law; Michael Mooney, Director; Ryan Riper, Engineer; Carol Green, Comptroller

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

Treasurer Scott Duffy called the meeting to order at 4:11 p.m.

Review of 2018 Audit Report

John Criscone from Cusack and Company presented to the board the findings of annual audit performed for year ending 12/31/2018.

RATIFYING VOTES TAKEN BY EMAIL FOR JULY MEETING

Approve Pending Minutes

Due to lack of quorum at July Board meeting, Treasurer Duffy asked for a motion to ratify the approval of the May 21, 2019 meeting minutes taken by email. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION: #19-19

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the May 21, 2019 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.

Bills

The payment of the June 2019 and July 2019 (#06 & #07) abstracts were approved by the Board via email. The total for the Water & Sewer Fund for June is \$64,433.15 and \$123,760.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$20,615.65 and \$0.00 for the Capital Projects Fund.

Treasurer Duffy asked for a motion to ratify the approval of the payment of June 2019 and July 2019 (#06 & #07) abstracts. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #19-20

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of June 2019 and July 2019 (#06 & #07) abstracts. The total for the Water & Sewer Fund for June is \$64,433.15 and \$123,760.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for July is \$20,615.65 and \$0.00 for the Capital Projects Fund.

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 \$50.45 for May and a negative \$3,859.91 for June were approved by the Board via email.

Treasurer Duffy asked for a motion to ratify the approval of the billing adjustments in the amount of a positive \$50.45 for May and a negative \$3,859.91 for June. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #19-21

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$50.45 for May and a negative \$3,859.91 for June.

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.

Budget Transfer

Due to a lack of quorum at the July meeting, the following budget transfers were approved via email:

From Contingency (#01-1990-5.00400) to DBL (#01-9000-5.00855)- \$ 6.00
From Contingency (#02-1990-5.00400) to DBL (#02-9000-5.00855)- \$15.00

Treasurer Duffy asked for a motion to ratify the approval of the budget transfers from the July 17, 2019 Comptroller's Report. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #19-22

NOW, THEREFORE, BE IT RESOLVED, to approve the budget transfers from the July 17, 2019 Comptroller's Report.

From Contingency (#01-1990-5.00400) to DBL (#01-9000-5.00855)- \$ 6.00
From Contingency (#02-1990-5.00400) to DBL (#02-9000-5.00855)- \$15.00

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.

Closure of Capital Project #24

Due to a lack of quorum at the July meeting, the closure of Capital Project #24 Furlong Hills Sewer Pump Station replacement was approved by email. The total cost of the project was \$357,015.47. This will be added to General Fund Assets and depreciated.

Treasurer Duffy asked for a motion to ratify the approval for the closure of Capital Project #24. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #19-23

NOW, THEREFORE, BE IT RESOLVED, to approve the closure of Capital Project #24 Furlong Hills Sewer Pump Station Replacement.

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 August 2019 and September 2019 (#08 & #09) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for August is \$134,504.02 and \$72,151.90 for the Capital Projects Fund. The total for the Water & Sewer Fund for September is \$24,658.44 and \$6,433.00 for the Capital Projects Fund.

Treasurer Duffy asked for a motion to approve the payment of August 2019 and September 2019 (#08 & #09) abstracts. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #19-24

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of August 2019 and September 2019 (#08 & #09) abstracts. The total for the Water & Sewer Fund for August is \$134,504.02 and \$72,151.90 for the Capital Projects Fund. The total for the Water & Sewer Fund for September is \$24,658.44 and \$6,433.00 for the Capital Projects Fund.

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 negative \$12,743.17 for July and a positive \$688.73 for August need to be approved by the Board.

Treasurer Duffy asked for a motion to approve the billing adjustments in the amount of a negative \$12,743.17 for July and a positive \$688.73 for August. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #19-25

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a negative \$12,743.17 for July and a positive \$688.73 for August

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.

Budget

The Board needs to approve the following budget amendments:

- a. Increase Insurance Recoveries (a/c # 01-0000-4.02680) and increase Equipment Maintenance (a/c # 01-8340-5.00431) by \$3865.39 for the insurance payment on the damage to WWSA truck.
- b. Increase Sale of Meters (a/c # 01-0000-4.02665) and increase Meters (a/c # 01-8340-5.00416) by \$3,000.

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

RESOLUTION #19-26

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

- a. Increase Insurance Recoveries (a/c # 01-0000-4.02680) and increase Equipment Maintenance (a/c # 01-8340-5.00431) by \$3865.39 for the insurance payment on the damage to WWSA truck.
- b. Increase Sale of Meters (a/c # 01-0000-4.02665) and increase Meters (a/c # 01-8340-5.00416) by \$3,000.

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.

The Board also needs to approve the following budget transfers:

- a. From Contingency (a/c # 01-1990-5.00400) to Equipment Maintenance (a/c # 01-8340-5.00431) \$1,000 for the insurance deductible on the truck repairs
- b. From Contingency (a/c # 01-1990-5.00400) to Equipment Maintenance (a/c # 01-8340-5.00413) \$8,800 for the water main break on Damascus Drive

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

RESOLUTION #19-27

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

- a. From Contingency (a/c # 01-1990-5.00400) to Equipment Maintenance (a/c # 01-8340-5.00431) \$1,000 for the insurance deductible on the truck repairs
- b. From Contingency (a/c # 01-1990-5.00400) to Repairs and Maintenance (a/c # 01-8340-5.00413) \$8,800 for the water main break on Damascus Drive

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.

Budget to Actual Expenditure Report

This report as of today is available for your review.

Closure of Capital Project #27 Davidson Drive Water Line Loop

Capital Project #27 Davidson Drive Water Line Loop is complete and can be closed.

Treasurer Duffy asked for a motion to approve the closure of Capital Project #27. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #19-28

NOW, THEREFORE, BE IT RESOLVED, to approve the closure of Capital Project #27 Davidson Drive Water Line Loop.

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.

CHAIRMAN'S REPORT

DIRECTOR'S REPORT

Ballard Road Water Line Capital Project

Project is done. The retainage and some requested change orders are being held. Contractor submitted change order application for \$74999.00. \$34,725 of the change order has been justified and approved. Awaiting additional justification for remaining change order. Budget is available for the approved change order of \$34,725, but if additional change order approved, some additional budget will be needed.

Sunoco Route 50

Sunoco/7-11 is going to hook up to water and sewer. Water line will be connected from next door at First National Bank, and sewer will need to be brought down from Weibel Ave.

Davidson Drive Residents

The residents on south end of Davidson Drive who expressed an interest in extending water line are still working to get residents together to create a special district. Director Mooney is having a meeting with the residents at Town Hall on September 30.

CVS Water Connection

CVS is connected and the sprinkler system is active.

Water and Sewer Extension for Forest Grove Subdivision

Negotiations with developer continue for an agreement to create water and sewer special district extension. Issues with term of contract and time period for reimbursement credits to developer if new projects arise in area discussed.

Treasurer Duffy asked for a motion to approve Dennis Feeney and Director Mooney to make an offer of a time period of 80% project completion, or 20 years, whichever comes first, for no further reimbursement credits to the developer for new projects in area, and authorize Chairman MacDougall to sign agreement if accepted by developer. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #19-29

NOW, THEREFORE, BE IT RESOLVED, to approve Dennis Feeney and Director Mooney to offer a time period of 80% project completion, or 20 years, whichever comes first, for no further reimbursement credits to the developer for new projects in area, and authorize Chairman MacDougall to sign agreement if accepted by developer.

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.

Request for Water Line extension on Route 9

At July meeting, a representative from the Greenfield Fire Department was present, inquiring re: possible water line extension to serve location on Maple Ave. Director Mooney had a meeting with school district regarding a possible grant for some of the work to bring water to Maple Ave Middle School. With grant deadline of 9/1/19, they are not going to proceed at this time, but school's engineer will keep eye out for other grants.

Collection of Past Due Water Bills

Remaining property with large outstanding bill accepted Board approved offer of 50% reduction in late fees- paid \$10,000 down and agrees to pay \$200 month until balance is paid off or until property sells.

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.

Online and Auto Bill Pay Update

No major issues with online and Auto Bill Pay.

On a motion by Mark Moshier and seconded by Secretary Schneider, Treasurer Duffy closed the meeting with all in favor at 4:46pm for Audit and Corporate Governance Committee Meetings.

Treasurer Scott Duffy called the meeting back to order at 4:52 p.m.

2018 Audit Report

Following the Board and Audit Committee's review of Audit Report from auditor, Treasurer Duffy asked for a motion to formally accept audit reports provided by Cusack and Company. Mark Moshier offered the following resolution and moved its adoption:

RESOLUTION #19-30

NOW, THEREFORE, BE IT RESOLVED, to accept the 2018 financial audit, deferred compensation, and investment reports 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.

ADJOURNMENT

There being no further business brought before the Authority's Board, at 4:59 p.m. on a motion by Secretary Schneider and seconded by Mark Moshier, Treasurer Duffy adjourned the meeting with all in favor.