

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

November 16, 2021

Present: Dave MacDougall, Chairman; Kirk Moline, Vice-Chairman; Evan Schneider, Secretary; Dave Huestis, Board Member; Michael Mooney, Director; Dennis Feeney, Attorney at Law; Ryan Ripper, Engineer; Carol Green, Comptroller

Absent: Scott Duffy, Treasurer

Chairman MacDougall called the meeting to order at 4:00pm

CHAIRMAN'S REPORT

Mark Moshier has retired from the WWSA Board effective at last Town Board meeting. Thanks given to Mark for his efforts and time with the WWSA Board. Welcome to Dave Huestis, newly appointed member to the WWSA Board.

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the September 21, 2021 meeting minutes. Vice Chairman Moline offered the following resolution and moved its adoption:

RESOLUTION: #21-32

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the September 21, 2021 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 October 2021 and November 2021 (#10 & #11) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for October is \$121,849.73 and \$82,402.79 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$72,715.27 and \$18,000.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of October 2021 and November 2021 (#10 & #11) abstracts. Vice Chairman Moline offered the following resolution and moved its adoption:

RESOLUTION #21-33

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of October 2021 and November 2021 (#10 & #11) abstracts. The total for the Water & Sewer Fund for October is \$121,849.73 and \$82,402.79 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$72,715.27 and \$18,000.00 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 \$97.00 for September and a positive \$12,796.50 for October need to be approved by the Board. \$10,900 of the October adjustments are due to a meter needing repair at Hoffman Car Wash.

Chairman MacDougall asked for a motion to approve the billing adjustments in the amount of a positive \$97.00 for September and a positive \$12,796.50 for October. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #21-34

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$97.00 for September and a positive \$12,796.50 for October.

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 the following Budget amendments:

- a. Increase Meter Revenue a/c # 01-0000-4.02665 by \$1,500
Increase Meter Expense a/c # 01-8340-5.00416 by \$1,500
-To increase the budget in the expense account to the amount received in fees to date.

- b. Increase Contingency a/c # 02-1990-5.00400 by \$15,000
Inc. Appr. Fund Bal. a/c #02-0000-4.00599 by \$15,000
-To cover transfers made today and to provide for possible transfers needed in the Sewer Fund for the remainder of the year.

- c. Increase contractual exp a/c # 34-1440-5.00400 by \$1,300
Increase Interfund trans a/c # 34-0000-4.05031 by \$1,300
Increase Interfund trans a/c # 01-9900-5.09950 by \$1,300
Increase Appr Fund Bal. a/c # 01-0000-4.00599 by \$1,300
-To cover increased survey costs and filing fees for the Rt.9 Wishing Well water line extension capital project.

The Board also needs to approve the following budget transfers:

- a. From Contingency a/c # 01-1990-5.00400 by \$28,000.00
To Electricity a/c # 01-8320-5.00412 by \$28,000.00
-To cover bill increases due to the significant increase in the supply portion of our bills due to natural gas price increases.
- b. From Contingency a/c # 01-1990-5.00400 by \$ 2,515.00
To Retirement a/c # 01-9000-5.00810 by \$ 2,515.00
From Contingency a/c # 02-1990-5.00400 by \$ 315.00
To Retirement a/c # 02-9000-5.00810 by \$ 315.00
-To cover increase in NYS retirement premium for retirement year ending 3/31/2022
- c. From Contingency a/c # 01-1990-5.00400 by \$10,000.00
To Rep.& Maint. a/c # 01-8320-5.00400 by \$10,000.00
-To cover current overage and possible December water main breaks/repairs
- d. From Contingency a/c # 02-1990-5.00400 by \$ 20,000.00
To Rep.& Maint. a/c # 02-8122.5.00413 by \$ 20,000.00
-To cover the increased cost from George Laplante for Kings Mills grinder pump issues; due to age, many parts are no longer available and replacements are necessary

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

RESOLUTION #21-35

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

A. Budget amendments:

- a. Increase Meter Revenue a/c # 01-0000-4.02665 by \$1,500
Increase Meter Expense a/c # 01-8340-5.00416 by \$1,500
- b. Increase Contingency a/c # 02-1990-5.00400 by \$15,000
Inc. Appr. Fund Bal. a/c #02-0000-4.00599 by \$15,000
- c. Increase contractual exp a/c # 34-1440-5.00400 by \$1,300
Increase Interfund trans a/c # 34-0000-4.05031 by \$1,300
Increase Interfund trans a/c # 01-9900-5.09950 by \$1,300
Increase Appr Fund Bal. a/c # 01-0000-4.00599 by \$1,300

B. Budget transfers:

- a. From Contingency a/c # 01-1990-5.00400 by \$28,000.00
To Electricity a/c # 01-8320-5.00412 by \$28,000.00

- b. From Contingency a/c # 01-1990-5.00400 by \$ 2,515.00
 To Retirement a/c # 01-9000-5.00810 by \$ 2,515.00
 From Contingency a/c # 02-1990-5.00400 by \$ 315.00
 To Retirement a/c # 02-9000-5.00810 by \$ 315.00
- c. From Contingency a/c # 01-1990-5.00400 by \$10,000.00
 To Rep.& Maint. a/c # 01-8320-5.00400 by \$10,000.00
- d. From Contingency a/c # 02-1990-5.00400 by \$ 20,000.00
 To Rep.& Maint. a/c # 02-8122.5.00413 by \$ 20,000.00

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 Personnel Policy

WWSA’s personnel policy was modeled many years ago on the Town of Wilton personnel policy. Since then, changes have been made to both policies. A comparison of current WWSA, Town of Wilton, and Town of Milton personnel policies as it relates to compensated time off, sick/vacation/personal leave time policy, employee health benefits and retiree health benefits were presented to Board to consider if any changes to WWSA policy are needed.

2021 Audit

The Board needs to formally accept Cusack and Company as our auditors for the 2021 fiscal year and authorize the Chairman to sign the engagement letter and bank confirmations, for a fee of \$11,250, which represents a 5.0% increase over 2020 audit cost.

Chairman MacDougall asked for a motion to formally accept Cusack and Company as our auditors for the 2021 fiscal year and authorize the Chairman to sign the engagement letter and bank confirmations, for a fee of \$11,250. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #21-36

NOW, THEREFORE, BE IT RESOLVED, to formally accept Cusack and Company as our auditors for the 2021 fiscal year and authorize the Chairman to sign the engagement letter and bank confirmations, for a fee of \$11,250.

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.

Employee Health Insurance Participation 2022

The Board needs to determine the percentage of 2022 employee health insurance premium contribution. For 2021, the Board approved employee participation in their health insurance at 15% of the employee’s premiums. The Board needs to decide whether to keep that percentage the same or change for 2022.

Chairman MacDougall asked for a motion to share the 2022 health insurance premium increase evenly with the employees and continue the employee contribution at 15%. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #21-37

NOW, THEREFORE, BE IT RESOLVED, to share the 2022 health insurance premium increase evenly with the employees and continue the employee contribution at 15%.

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.

Change in Percentage for the Contribution to Reserves

As the Board reviews and adopts the 2022 Budget, note the percentage of Accumulated Depreciation in the Reserves has decreased from 90% to 88% due to a decline in interest rates on these funds. Since the 90% rate was initially approved by the Board, the change to 88% also needs to be approved by the Board. This approval will be included in the vote to adopt the budget.

Internal Financial Statements

The internal financial statements as of 9/30/21 are attached.

Budget to Actual Expenditure Reports

The report as of 11/12/21 is available for your review.

DIRECTOR'S REPORT

Town of Moreau Water Operator

The Town of Moreau had 2 water operators. One retired 2 weeks ago and the other has now terminated employment. For Department of Health, a water operator needs to sign off they are watching the system. The Town of Moreau has no water plant and purchases water from the Town of Queensbury and Saratoga County. The Town Supervisor asked WWSA to assist in short-term coverage for the interim until a new operator comes on 11/29/21. Rob will cover these duties each day prior to the start of his work hours at WWSA. Rob will be paid directly by the Town of Moreau as an independent contractor. There will be no billing to the Town of Moreau by WWSA.

2022 Budget

2022 proposed budget revenues and expenses were presented to Board.

Chairman MacDougall asked for a motion to approve the 2022 Budget. Vice Chairman Moline offered the following resolution and moved its adoption:

RESOLUTION #21-38

NOW, THEREFORE, BE IT RESOLVED, to approve the 2022 Budget.

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.

2022 Proposed Salary Schedule

The proposed 2022 Salary schedule was reviewed and discussed.

Chairman MacDougall asked for a motion to approve the 2022 Salary schedule with a 4% COLA. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #21-39

NOW, THEREFORE, BE IT RESOLVED, to approve the 2021 Salary schedule with a 4% COLA.

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.

Water Line Extension-744 Saratoga Road/Wishing Well

The Wishing Well gave WWSA an easement on their property on Rt. 9 to run a new water line. The work is complete. There are provisions on both ends to allow future expansions north and south on Rt 9.

Easement Purchase 932 Maple Avenue

The Board approved at the last meeting the purchase of an easement from a property owner on Rt. 9 to connect sewer through to Davidson Drive. That is complete. Both WWSA and Saratoga County Sewer District will be able to use this easement. The sewer line in this area will be owned and operated by the Saratoga County Sewer District.

Artisanal Brewing Sewer Line Extension

They are very close with their DOT permit for the water and sewer extensions. Owner is running into issues with the building to bring it up to energy code.

Eddie Road Subdivision Possible Water Line Extension

Application has been made. Fire flow test done.

Water and Sewer Extension for Forest Grove Subdivision

The preconstruction meeting is Thursday. In the next few weeks, work will be starting.

Ace Sewer Pump Station Capital Project

Environmental Design is working on it. Estimated that project will be ready to bid in the spring.

Dish Wireless Inquiry for Lease on Water Tower

Parties have agreed on a proposal, but nothing is signed yet. On related note, Sprint called recently with a notification that they are removing some equipment from the water tower related to their merger with T-Mobile. We have not been notified of any intentions to leave the tower, just an equipment change.

Verizon Property Lease

Verizon has completed the Town's and DEC's processes. Project expected to be proceeding shortly.

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 5:24p.m. on a motion by Vice Chairman Moline and seconded by Secretary Schneider, Chairman MacDougall adjourned the meeting with all in favor.