

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

November 17, 2020

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

Absent:

Chairman MacDougall called the meeting to order at 4:01pm

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.

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the September 15, 2020 meeting minutes. Vice Chairman Moline offered the following resolution and moved its adoption:

**RESOLUTION: #20-32**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the minutes of the September 15, 2020 Wilton Water & Sewer Authority regular meeting, the audit committee meeting, and the corporate governance committee 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.

Verizon Land Lease for Cell Tower Legal Requirements

Dave Brennan, attorney with Young Sommer, and Kirstie DiBella, site acquisitions with Airosmith Development, representing Verizon present during meeting. Discussion regarding SEQRA State Environmental Review and Public Authorities Law regarding disposal of property required for land lease to Verizon for placement of a 120ft monopole cell phone tower. View shed map provided for surrounding areas, with limited visibility due to surrounding vegetation. Prior to WWSA approving the lease to Verizon, to comply with Public Authorities Law, WWSA needs to submit documentation to the ABO for a 90-day review process for their approval.

Chairman MacDougall asked for a motion to approve the submission of necessary documentation to the ABO to begin their review/approval process. Mark Moshier offered the attached resolution and moved its adoption:

**RESOLUTION: #20-33**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the submission of necessary documents to Authorities Budget Office for their approval for a lease of land to Cellco Partnership d/b/a Verizon Wireless to place a cell tower at Northern Pines Road (SBL 127.19-4-35.1). [See attached resolution]

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 2020 and November 2020 (#10 & #11) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for October is \$122,434.24 and \$15,965 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$80,372.62 and \$0.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of October 2020 and November 2020 (#10 & #11) abstracts. Mark Moshier offered the following resolution and moved its adoption:

**RESOLUTION #20-34**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the payment of October 2020 and November 2020 (#10 & #11) abstracts. The total for the Water & Sewer Fund for October is \$122,434.24 and \$15,965 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$80,372.62 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 \$109.04 for September and a negative \$1312.84 for October need to be approved by the Board.

Chairman MacDougall asked for a motion to approve the billing adjustments in the amount of a positive \$109.04 for September and a negative \$1312.84 for October. Secretary Schneider offered the following resolution and moved its adoption:

**RESOLUTION #20-35**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the billing adjustments in the amount of a positive \$109.04 for September and a negative \$1312.84 for October.

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.

### Budget

- a. The Board needs to approve a budget transfer from Contingency (a/c#01-1990-5.00400) to (a/c#01-8340-5.00432) for \$255 to adjust the budget for gasoline to the calculation of the Estimated Actual for this category as indicated in the 2021 budget spreadsheet.
- b. The Board needs to approve a budget amendment increasing the Sale of Meters (a/c#01-0000-4.02665) by \$6500 and increasing the purchase of meters (a/c#01-8340-5.00416 by \$6500.
- c. The Board needs to approve the following budget amendments to cover the shortfall in Capital Project #30 to bring water to Rt. 9 through 628 Maple:
  - i. Increase interfund transfers (a/c#01-9900-5.09950) and increase Appropriated Fund Balance (a/c#01-0000-4.00599) by \$365
  - ii. Increase Contractual Expenses (a/c#30-1440-5.00400) and increase Interfund Transfers (a/c#30-0000-4.05031) by \$365.

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

### **RESOLUTION #20-36**

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

- a. Budget transfer from Contingency (a/c#01-1990-5.00400) to (a/c#01-8340-5.00432) for \$255 to adjust the budget for gasoline to the calculation of the Estimated Actual for this category as indicated in the 2021 budget spreadsheet,
- b. Budget amendment increasing the Sale of Meters (a/c#01-0000-4.02665) by \$6500 and increasing the purchase of meters (a/c#01-8340-5.00416 by \$6500, and
- c. the following budget amendments to cover the shortfall in Capital Project #30 to bring water to Rt. 9 through 628 Maple:
  - i. Increase interfund transfers (a/c#01-9900-5.09950) and increase Appropriated Fund Balance (a/c#01-0000-4.00599) by \$365
  - ii. Increase Contractual Expenses (a/c#30-1440-5.00400) and increase Interfund Transfers (a/c#30-0000-4.05031) by \$365.

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.

### 2020 Audit

The Board needs to formally accept Cusack and Company as our auditors for the 2020 fiscal year and authorize the Chairman to sign the engagement letter and bank confirmations, for a fee of \$10,795, which represents a 3.0% increase over 2019 audit cost.

Chairman MacDougall asked for a motion to formally accept Cusack and Company as our auditors for the 2020 fiscal year and authorize the Chairman to sign the engagement letter and bank confirmations, for a fee of \$10,795. Vice Chairman Moline offered the following resolution and moved its adoption:

**RESOLUTION #20-37**

**NOW, THEREFORE, BE IT RESOLVED**, to formally accept Cusack and Company as our auditors for the 2020 fiscal year and authorize the Chairman to sign the engagement letter and bank confirmations, for a fee of \$10,795.

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.

**Employee Health Insurance Participation 2021**

The Board needs to determine the percentage of 2021 employee health insurance premium contribution. For 2020, 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 2021.

Chairman MacDougall asked for a motion to share the 2021 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 #20-38**

**NOW, THEREFORE, BE IT RESOLVED**, to share the 2021 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.

**Budget to Actual Expenditure Report**

Reports as of 11/13/20 are available for review.

**Internal Financial Statements**

These reports as of 9/30/20 are attached.

**CHAIRMAN'S REPORT**

**DIRECTOR'S REPORT**

**Effects of COVID-19 on WWSA Operations**

Town Hall offices are still not open to the public. HVAC system upgrade equipment is on backorder.

### 2021 Budget

2021 proposed budget revenues and expenses were presented to Board.

Chairman MacDougall asked for a motion to approve the 2021 Budget. Vice Chairman Moline offered the following resolution and moved its adoption:

#### **RESOLUTION #20-39**

**NOW, THEREFORE, BE IT RESOLVED,** to approve the 2021 Budget.

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.

### 2021 Proposed Salary Schedule

The proposed 2021 Salary schedule was reviewed and discussed.

Chairman MacDougall asked for a motion to approve the 2021 Salary schedule with a 2% COLA. Secretary Schneider offered the following resolution and moved its adoption:

#### **RESOLUTION #20-40**

**NOW, THEREFORE, BE IT RESOLVED,** to approve the 2020 Salary schedule with a 2% COLA.

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 and Sewer Extension for Forest Grove Subdivision

Belmonte will be proceeding with the project, but has not yet reapplied to WWSA. In looking to save costs, they are considering eliminating sewer pump station and do subdivision with grinder pumps

### Davidson Drive Capital Project Bid Results

The Davidson Drive water district extension project is underway. There were 3 bidders, all directional drillers. Keller and Sons won the bid with \$247,350, of which \$179,850 for the Davidson Drive water district and \$67,500 to loop the system from the Davidson Drive water district to Smith Bridge Road.

### 628 Maple Ave Water Line WWSA portion Capital Project #30

WWSA's portion of the water line is complete, the line is now on and has been transferred to WWSA, and the bill has been paid.

#### Internet Meter Reading System Update

An update to the internet meter reading system is in process. We are getting a half dozen specialty meters that can measure pressure to be placed in various areas around the system. Pressure is currently measured at pump stations, but this will allow real time pressure measurements from customer locations. The upgrade to the internet meter reading system is free but the specialty meters are \$100 more than a standard meter.

#### Saratoga County Water Quality

Our continual testing has not shown any problems with water quality. Our old contract with SCWA has expired but it is still in effect as we are discussing a new contract. We sent comments on the proposed new contract, but no response back yet.

#### 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 5:33 p.m. on a motion by Vice Chairman Moline and seconded by Treasurer Duffy, Chairman MacDougall adjourned the meeting with all in favor.