

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

November 19, 2019

Present: Dave MacDougall, Chairman; Kirk Moline, Vice Chairman; Scott Duffy, Treasurer; Evan Schneider, Secretary; Dennis Feeney, Attorney at Law; Michael Mooney, Director; Ryan Riper, Engineer; Carol Green, Comptroller; Maria Moran, Town Comptroller

Absent: Mark Moshier, Board Member

Chairman MacDougall called the meeting to order at 4:00 p.m.

Approve Pending Minutes

Chairman MacDougall asked for a motion to approve the September 17, 2019 meeting minutes. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION: #19-31

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the September 17, 2019 Wilton Water & Sewer Authority meeting as typed, without amendment.

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.

COMPTROLLER'S REPORT

Bills

The payment of the October 2019 and November 2019 (#10 & #11) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for October is \$120,233.03 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$50,853.00 and \$0.00 for the Capital Projects Fund.

Chairman MacDougall asked for a motion to approve the payment of October 2019 and November 2019 (#10 & #11) abstracts. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #19-32

NOW, THEREFORE, BE IT RESOLVED, to approve the payment of October 2019 and November 2019 (#10 & #11) abstracts. The total for the Water & Sewer Fund for October is \$120,233.03 and \$0.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$50,853.00 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 negative \$879.85 for October need to be approved by the Board. There were no billing adjustments for September.

Chairman MacDougall asked for a motion to approve the billing adjustments in the amount of a negative \$879.85 for October need to be approved by the Board. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #19-33

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a negative \$879.85 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

The Board needs to approve the following budget transfers:

- a. From Contingency (a/c # 01-1990-5.00400) to Engineer Review Fees (a/c # 01-8310-5.00417)- \$6,300
- b. From Contingency (a/c # 02-1990-5.00400) to Engineer Review Fees (a/c # 02-8110-5.00417)- \$460
- c. From Contingency (a/c # 01-1990-5.00400) to Professional Fees (a/c # 01-8310-5.00410) - \$1,200
- d. From Contingency (a/c # 02-1990-5.00400) to Professional Fees (a/c # 02-8110-5.00410) - \$800

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

RESOLUTION #19-34

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

- a. From Contingency (a/c # 01-1990-5.00400) to Engineer Review Fees (a/c # 01-8310-5.00417)- \$6,300
- b. From Contingency (a/c # 02-1990-5.00400) to Engineer Review Fees (a/c # 02-8110-5.00417)- \$460
- c. From Contingency (a/c # 01-1990-5.00400) to Professional Fees (a/c # 01-8310-5.00410) - \$1,200
- d. From Contingency (a/c # 02-1990-5.00400) to Professional Fees (a/c # 02-8110-5.00410) - \$800

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 2020

The Board needs to determine the percentage of 2020 employee health insurance premium contribution. We have budgeted a 6.5% increase in premiums. For 2019, 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 2020.

Chairman MacDougall asked for a motion to share the 2020 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 #19-35

NOW, THEREFORE, BE IT RESOLVED, to share the 2020 health insurance premium increase evenly with the employees and continue the employee contribution at 15%.

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.

2019 Audit

The Board needs to formally accept Cusack and Company as our auditors for the 2019 fiscal year and authorize the Chairman to sign the engagement letter and bank confirmations, for work to be done after April 15, 2020 for a fee of \$10,475, which represents a 3.8% increase over 2018 audit cost.

Chairman MacDougall asked for a motion to formally accept Cusack and Company as our auditors for the 2019 fiscal year and authorize the Chairman to sign the engagement letter and bank confirmations, for work to be done after April 15, 2020 for a fee of \$10,475. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION #19-36

NOW, THEREFORE, BE IT RESOLVED, to formally accept Cusack and Company as our auditors for the 2019 fiscal year and authorize the Chairman to sign the engagement letter and bank confirmations, for work to be done after April 15, 2020 for a fee of \$10,475.

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.

New Capital Projects

- a. 628 Maple is connecting from the rear of their property on Davidson Drive. A capital project is needed to bring water line from 628 Maple to and along 170 ft. of frontage on Route 9 for future expansion. The Board will need to approve the creation of a new Capital Project (#30) for an estimated cost of \$15,600. You will also need to provide a budget by approving the following:

Increase Contractual Expenses (#30-1440-5.00400) by	\$ 15,600
Increase Interfund Transfers (#30-0000- 4.05031) by	\$ 15,600
Increase Interfund Transfers (#01-9900-5.09950) by	\$ 15,600
Increase Appr. Fund Balance (#01-0000-4.00599) by	\$ 15,600

Chairman MacDougall asked for a motion to approve opening of Capital Project #30, Davidson-Route 9 Extension with an opening budget of \$15,600. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #19-37

NOW, THEREFORE, BE IT RESOLVED, to approve opening of Capital Project #30, Davidson-Route 9 Extension with an opening budget of \$15,600 and the following budget adjustments:

Increase Contractual Expenses (#30-1440-5.00400) by	\$ 15,600
Increase Interfund Transfers (#30-0000- 4.05031) by	\$ 15,600
Increase Interfund Transfers (#01-9900-5.09950) by	\$ 15,600
Increase Appr. Fund Balance (#01-0000-4.00599) by	\$ 15,600

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.

- b. The residents of Davidson Drive are ready to move forward with creating a water district. The Board will need to create a Capital Project (#31) to accumulate the costs of the Davidson Drive Water District Extension. Total cost is estimated at \$200,000. This would result in approximately \$850 year x 20 years added to residents' tax bills in this water district, which would then be paid to WWSA from Saratoga County in January annually. If the Board approves the creation of this capital project, you will need to provide an initial budget to draw up maps and plans by approving the following:

Increase Contractual Expenses (#31-1440-5.00400) by	\$ 10,000
Increase Interfund Transfers (#31-0000- 4.05031) by	\$ 10,000
Increase Interfund Transfers (#01-9900-5.09950) by	\$ 10,000
Increase Appr. Fund Balance (#01-0000-4.00599) by	\$ 10,000

Chairman MacDougall asked for a motion to approve opening of Capital Project #31, Davidson Drive Water District Extension with an opening budget of \$10,000. Vice Chairman Moline offered the following resolution and moved its adoption:

RESOLUTION #19-38

NOW, THEREFORE, BE IT RESOLVED, to approve opening of Capital Project #31, Davidson Drive Water District Extension with an opening budget of \$10,000 and the following budget adjustments:

Increase Contractual Expenses (#31-1440-5.00400) by	\$ 10,000
Increase Interfund Transfers (#31-0000- 4.05031) by	\$ 10,000
Increase Interfund Transfers (#01-9900-5.09950) by	\$ 10,000
Increase Appr. Fund Balance (#01-0000-4.00599) by	\$ 10,000

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.

Budget to Actual Expenditure Report

A Budget to Actual Expenditure Report is available for your review.

Internal Financial Statements

Internal financial statements as of 9/30/19 are attached.

CHAIRMAN'S REPORT

DIRECTOR'S REPORT

2020 Budget

2020 proposed budget revenues and expenses were presented to Board.

Chairman MacDougall asked for a motion to approve the 2020 Budget. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #19-39

NOW, THEREFORE, BE IT RESOLVED, to approve the 2020 Budget.

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.

2020 Proposed Salary Schedule

The proposed 2020 Salary schedule was reviewed and discussed.

Chairman MacDougall asked for a motion to approve the 2020 Salary schedule with a 2% COLA. Secretary Schneider offered the following resolution and moved its adoption:

RESOLUTION #19-40

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

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

Water Main Break Waller Road

There was a water main break on Waller Road yesterday that took a full day to repair. There is \$3072 budget remaining for Repairs and Maintenance. The Board will need to approve a budget transfer to cover the estimated cost of the repair.

Chairman MacDougall asked for a motion to approve a budget transfer of \$17,000 from Contingency (a/c # 01-1990-5.00400) to Repairs and Maintenance (a/c # 01-8340-5.00413). Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION: #19-41

NOW, THEREFORE, BE IT RESOLVED, to approve a budget transfer of \$17,000 from Contingency (a/c # 01-1990-5.00400) to Repairs and Maintenance (a/c # 01-8340-5.00413).

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.

Ballard Road Water Line Capital Project

Project is done. Contractor submitted change order application for \$74999.00 a few months ago. \$34,725 of the change order was justified and approved. No additional justification for remaining change order has been received.

Sunoco Rt 50

Sunoco/7-11 will be connecting 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. Project estimated to start at end of year.

Water and Sewer Extension for Forest Grove Subdivision

Negotiations with developer continue for an agreement to create water and sewer special district extension. Developer is working with bank on financing.

Request for Water Line extension on Route 9

Some potential new projects on Route 9. Cole's Collision moving south of the firehouse, and a brewery is looking into Cole's Collision's old location behind Nemer or vacant land across from Smith Bridge Road. A brewery would need a water and sewer connection. LA Group also looking long term into grants for connecting water to Maple Avenue Middle School.

Collection of Past Due Water Bills

One remaining property with large outstanding bill making payments of \$200 month until balance is paid off or until property sells. Balance currently at \$4381.

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. Spa.Net manages our website. We are currently unable to make changes directly to website in order to post emergency alerts for water main breaks, etc. We will be looking into making changes to website to allow emergency postings.

ADJOURNMENT

There being no further business brought before the Authority's Board, at 5:17 p.m. on a motion by Secretary Schneider and seconded by Treasurer Duffy, Chairman MacDougall adjourned the meeting with all in favor.