

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

November 19, 2024

Present: Scott Duffy, Vice Chairman; Evan Schneider, Treasurer; Dave Huestis, Secretary; Joe Stadelmeyer, Board Member; Michael Mooney, Director; Dennis Feeney, Attorney at Law; Ryan Riper, Engineer; Carol Green, Comptroller

Absent: Dave MacDougall, Chairman

Vice Chairman Duffy called the meeting to order at 3:58 p.m.

Approve Pending Minutes

Vice Chairman Duffy asked for a motion to approve the September 17, 2024 meeting minutes. Secretary Huestis offered the following resolution and moved its adoption:

**RESOLUTION: #24-34**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the minutes of the September 17, 2024 Wilton Water & Sewer Authority meeting as typed, without amendment.

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.

COMPTROLLER'S REPORT

Bills

The October 2024 and November 2024 (#10 & #11) abstracts need to be approved by the Board. The total for the Water & Sewer Fund for October is \$102,702.89 and \$600.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$79,900.22 and \$0.00 for the Capital Projects Fund.

Vice Chairman Duffy asked for a motion to approve the payment of October 2024 and November 2024 (#10 & #11) abstracts. Treasurer Schneider offered the following resolution and moved its adoption:

**RESOLUTION #24-35**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the payment of October 2024 and November 2024 (#10 & #11) abstracts. The total for the Water & Sewer Fund for October is \$102,702.89 and \$600.00 for the Capital Projects Fund. The total for the Water & Sewer Fund for November is \$79,900.22 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 negative \$32.00 for September and positive \$2,120.25 for October need to be approved by the Board.

Vice Chairman Duffy asked for a motion to approve the billing adjustments in the amount of a negative \$32.00 for September and positive \$2,120.25 for October. Secretary Huestis offered the following resolution and moved its adoption:

#### **RESOLUTION #24-36**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the billing adjustments in the amount of a negative \$32.00 for September and positive \$2,120.25 for October.

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

The Board needs to approve the following budget transfers:

- a. From Contingency (a/c # 01-1990-5.00400) to Repairs and Maintenance (a/c # 01-8320-5.00413) for \$5,250
- b. From Contingency (a/c # 01-1990-5.00400) to Repairs and Maintenance (a/c # 01-8330-5.00413) for \$6,635
- c. From Contingency (a/c # 01-1990-5.00400) to OPEB Expense (a/c # 01-9000-5.00860) for \$51,653 per page 6 of Ray Cerrone's Actuarial Valuation Report of the Other Post Employment Benefit Plan.
- d. From Electricity (a/c # 02-8122-5.00412) to Electricity (a/c # 02-8121-5.00412) for \$1,000
- e. From Contingency (a/c # 01-1990-5.00400) to NY State Retirement System (a/c # 01-9000-5.00810) for \$3,000
- f. From Contingency (a/c # 02-1990-5.00400) to NY State Retirement System (a/c # 02-9000-5.00810) for \$2,200
- g. From Contingency (a/c # 02-1990-5.00400) to Repairs and Maintenance (a/c # 02-8122-5.00413) for \$10,000

Note: The increase in the retirement budget in e and f above is primarily due to Ryan not being included in the payroll system when the 2024 budget was adopted. He was added to the payroll system in early 2024.

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

**RESOLUTION #24-37**

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

- a. From Contingency (a/c # 01-1990-5.00400) to Repairs and Maintenance (a/c # 01-8320-5.00413) for \$5,250
- b. From Contingency (a/c # 01-1990-5.00400) to Repairs and Maintenance (a/c # 01-8330-5.00413) for \$6,635
- c. From Contingency (a/c # 01-1990-5.00400) to OPEB Expense (a/c # 01-9000-5.00860) for \$51,653 per page 6 of Ray Cerrone’s Actuarial Valuation Report of the Other Post Employment Benefit Plan.
- d. From Electricity (a/c # 02-8122-5.00412) to Electricity (a/c # 02-8121-5.00412) for \$1,000
- e. From Contingency (a/c # 01-1990-5.00400) to NY State Retirement System (a/c # 01-9000-5.00810) for \$3,000
- f. From Contingency (a/c # 02-1990-5.00400) to NY State Retirement System (a/c # 02-9000-5.00810) for \$2,200
- g. From Contingency (a/c # 02-1990-5.00400) to Repairs and Maintenance (a/c # 02-8122-5.00413) for \$10,000

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.

**DEC Review Fees**

The Board needs to approve returning \$3700 in DEC Review Fees to the Biss Parcel (\$1850) and 4310 Route 50 (\$1850) that were collected but not needed.

Vice Chairman Duffy asked for a motion to approve returning \$3700 in DEC Review Fees to the Biss Parcel (\$1850) and 4310 Route 50 (\$1850). Secretary Huestis offered the following resolution and moved its adoption:

**RESOLUTION #24-38**

**NOW, THEREFORE, BE IT RESOLVED**, to approve returning \$3700 in DEC Review Fees to the Biss Parcel (\$1850) and 4310 Route 50 (\$1850)

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.

**Surrender Day**

The Town of Wilton recently gave employees a holiday for Surrender Day on October 17. WWSA follows the town calendar but the Board needs to ratify the decision.

Vice Chairman Duffy asked for a motion to approve holiday leave time for October 17, 2024. Treasurer Schneider offered the following resolution and moved its adoption:

**RESOLUTION #24-39**

**NOW, THEREFORE, BE IT RESOLVED**, to approve holiday leave time for October 17, 2024.

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.

**Employee Health Insurance Participation 2025**

The Board needs to determine the percentage of 2025 employee health insurance premium contribution. For 2024, 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 2025.

Vice Chairman Duffy asked for a motion to share the 2025 health insurance premium increase evenly with the employees and continue the employee contribution at 15%. Dave Huestis offered the following resolution and moved its adoption:

**RESOLUTION #24-40**

**NOW, THEREFORE, BE IT RESOLVED**, to share the 2025 health insurance premium increase evenly with the employees and continue the employee contribution at 15%.

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.

**2024 Audit**

WWSA has received a quote from Cusack and Company for the 2024 audit to be done in 2025. The quoted price is \$12,895. This is a 5% (\$620) increase over 2023. The Board needs to approve this contract and authorize Vice Chairman Duffy to sign the engagement letter.

Vice Chairman Duffy asked for a motion to formally accept Cusack and Company as our auditors for the 2024 fiscal year for a fee of \$12,895 and authorize Vice Chairman Duffy to sign the engagement letter. Secretary Huestis offered the following resolution and moved its adoption:

**RESOLUTION #24-41**

**NOW, THEREFORE, BE IT RESOLVED**, to formally accept Cusack and Company as our auditors for the 2024 fiscal year for a fee of \$12,895 and to authorize Vice Chairman Duffy to sign the engagement letter

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.

Transfer of Sewer Operations to the County

Attached is a summary of sewer assets, how they were acquired and estimated balances. The decision on which assets will be transferred to the County rests solely with the Board.

Vice Chairman Duffy asked for a motion to approve transferring Capital Improvement Fund, Replacement Reserve Fund, and Sewer Capital Assets except garage and contents to the County. Secretary Huestis offered the following resolution and moved its adoption:

**RESOLUTION #24-42**

**NOW, THEREFORE, BE IT RESOLVED**, to approve transferring Capital Improvement Fund, Replacement Reserve Fund, and Sewer Capital Assets except garage and contents to the County.

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.

2024 Budget to Actual Expenditure Report

This report as of today is available upon request.

Certificates of Deposit

The following is a list of Certificates of Deposit that were opened on 10/21/24. They will mature on 7/18/25 at 4.4%:

Water Replacement Reserve	\$3,690,000
OPEB Reserve	\$ 211,271
Unrestricted Funds	<u>\$3,900,000</u>
	\$7,801,271

The next maturities on December 26, 2024 are for the Sewer Fund:

Capital Improvement Reserve	\$1,000,000
Replacement Reserve	\$2,400,000

Internal Third Quarter Financial Statements

These reports as of September 30, 2024 are attached

CHAIRMAN’S REPORT

DIRECTOR’S REPORT

Saratoga County Sewer District #1 Take Over of Sewer Operation

If the County is ready to proceed with the transfer of sewer operations by December 31, 2024, the Board will need to give the Chairman the authority to sign final agreement.

Vice Chairman Duffy asked for a motion to grant authority to the Chairman to sign the final agreement for the transfer of sewer operations to Saratoga County Sewer District. Secretary Huestis offered the following resolution and moved its adoption:

**RESOLUTION #24-43**

**NOW, THEREFORE, BE IT RESOLVED**, to grant authority to the Chairman to sign the final agreement for the transfer of sewer operations to Saratoga County Sewer District.

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.

**2025 Budget**

2025 proposed budget revenues and expenses were presented to Board.

Vice Chairman Duffy asked for a motion to approve the 2025 Budget. Joe Stadelmeyer offered the following resolution and moved its adoption:

**RESOLUTION #24-44**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the 2025 Budget.

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.

**2025 Proposed Salary Schedule**

The proposed 2025 Salary schedule was reviewed and discussed.

Vice Chairman Duffy asked for a motion to approve the 2025 Salary schedule with a 5% COLA. Treasurer Schneider offered the following resolution and moved its adoption:

**RESOLUTION #24-45**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the 2025 Salary schedule with a 5% COLA.

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.

**2025 Fee Schedule**

The proposed 2025 Fee schedule was reviewed and discussed. No changes are needed from the 2024 Fee Schedule

**Lead Service Line Inventory**

The Department of Health has a spreadsheet for water providers to submit to list every service line, size and type of material, date initially installed or replaced. WWSA does not have any lead in service lines. With the exception of a couple subdivisions, WWSA service lines are mostly HDPE. A few are type K copper. This report has been uploaded to the Department of Health.

High Ground Water at Furlong Hills Sewer Pump Station

At the Furlong Hills sewer pump station, the water table is very high, less than a foot below the pavement. It was initially thought to be a sewer break, but it was pumped out and there was no leak found on the sewer line. It was also tested and negative for chlorine to rule out a water line leak. Bill Morris will be installing a permanent drain tomorrow for stormwater management of perched aquifer.

Eddie Road Water Loop Progress

No news to report. We are waiting for the railroad on the redesign of the boring underneath the tracks.

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.

Audit and Corporate Governance Committee Meetings

The Audit and Corporate Governance Committee meetings will take place after the close of this meeting.

ADJOURNMENT

There being no further business brought before the Authority's Board, at 5:06 p.m. on a motion by Secretary Huestis and seconded by Joe Stadelmeyer, Vice Chairman Duffy adjourned the meeting with all in favor.