

# 2022 ANNUAL ABO REPORT

- Report on Operations and Accomplishments
  - Authority Mission Statement
  - Performance Measures Report
  - Schedule of Debt (**NONE**)
- List of Board Members and Executive Management making over \$100,000 annually  
Michael Mooney
  - Personal and real property Transactions (**NONE**)

Management's Assessment of internal Controls Structure and Procedures The WWSA has completed an internal evaluation of its controls and controls processes have not changed since last audit of controls.

- List of Committee Members and Committee Meetings (**SEE MEETINGS PAGE**)
  - Board Meetings (**SEE MEETINGS PAGE**)
    - Subsidiaries and Affiliates (**NONE**)
    - Authorities Organizational Chart
      - Authorities By-Laws
      - Authorities Code of Ethics
  - Budget Reports (**SEE FINANCIAL REPORTS PAGE**)
    - Independent Audit Reports

# 2022 Report on Operations and Accomplishments

The WWSA was created in 1992 for the purpose of providing water and sewer service to the residents and commercial interests of the Town of Wilton. Water service was initially established through the acquisition of the water system owned by Wilton Water Supply Company, Inc. (Initial application WSA #8806). Since its initial formation, the WWSA has made seventeen applications to extend its service territory and has made five additional applications to increase the permitted withdrawal.

At the present time, the source of water for the majority of the WWSA service territory is taken from three sources of supply (permitted capacity 2.94 mgd) operated by the Water Authority. Portions of the service territory (the commercial core in the vicinity of Exit 15 of I-87) utilize water from the City of Saratoga Springs. Under the agreement with the City of Saratoga Springs, the WWSA has a contract committing up to 250,000 gallons from the City of Saratoga Springs Source of Supply. Additionally, the WWSA takes up to 300,000 gallons per day from the Saratoga County Water Authority (WSA 11,328). The total permitted capacity is currently 3.49 mgd.

The Saratoga County Sewer District #1 (SCSD#1) was established in 1971 providing sanitary sewer service to a 186 square mile service area within Saratoga County. Prior to 2005 the SCSD#1 boundary included a limited area within the southwestern portion of the Town of Wilton. The SCSD#1 expanded the District boundary to include the entire Town of Wilton in 2005. Ownership and maintenance of the sanitary sewer infrastructure within the Town of Wilton has historically been provided through a collaborative effort between the SCSD#1 and the WWSA. The SCSD#1 has taken ownership of all trunk sewers and the collectors and pump stations located within the original SCSD#1 service area; while the WWSA accepts ownership of the collectors and pump stations within the Town located outside the original SCSD#1 service area.

## 2022 Improvements to system:

- 3917 feet of new water lines
- 43 New service connections
- Edie rd water line loop

**Town of Wilton Water and Sewer Authority**  
**Mission Statement**

The Town of Wilton Water and Sewer Authority (WWSA) was created in 1991 by the NYS legislature to produce, develop, distribute and sell domestic water and sanitary sewer services within the Town of Wilton. Our Mission is to provide safe, high quality and reliable water and sewer service to residential, commercial, and industrial customers within the Town of Wilton. Our goal is to provide these services in the most efficient and cost effective ways to maintain reasonable rates while continually planning, maintaining, and upgrading our facilities to meet current and future needs. The WWSA is also committed to funding capital reserves for new improvements and future replacement of facilities and equipment.

We are committed to fulfilling this mission in an open, courteous, and professional manor and to uphold the confidence of our customers.

## **Authority Mission Statement and Performance Measurements**

**Name of Public Authority: *Town of Wilton Water and Sewer Authority***

**Public Authority's Mission Statement: *The Town of Wilton Water and Sewer Authority (WWSA) was created in 1991 by the NYS legislature to produce, develop, distribute and sell domestic water and sanitary sewer services within the Town of Wilton. Our Mission is to provide safe, high quality and reliable water and sewer service to residential, commercial, and industrial customers within the Town of Wilton. Our goal is to provide these services in an efficient and cost effective way to maintain reasonable rates while continually planning, maintaining, and upgrading our facilities to meet current and future needs. The WWSA is also committed to funding capital reserves for new improvements and future replacement of facilities and equipment.***

***We are committed to fulfilling this mission in an open, courteous, and professional manor and to uphold the confidence of our customers.***

**Date Adopted: September 18, 2018**

**List of Performance Goals (If additional space is needed, please attach):**

- ***Comply with all NYS Department of Health water quality regulations to ensure that safe water is being produced and supplied.***
- ***Evaluate complaints on a regular basis to ensure our objectives are met ie: Water quality, Sewer service issues, Reliability, Rate issues.***
- ***Perform annual independent audit.***
- ***Annually evaluate and fund capital reserves.***
- ***Evaluate water and sewer rates on an annual basis.***

***Continually evaluate plants and infrastructure to ensure reliable operation.***

**Additional questions:**

1. Have the board members acknowledged that they have read and understood the mission of the public authority? **YES**

2. Who has the power to appoint the management of the public authority? ***The WWSA Board***

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority? ***YES Part 1 of WWSA Personnel Policy***

4. Briefly describe the role of the Board and the role of management in the implementation of the mission. ***The Boards role is to evaluate reports, complaints, audits, and etc. to ensure performance measures are met.***

5. Has the Board acknowledged that they have read and understood the responses to each of these questions? **YES**

EXHIBIT B

BY-LAWS

OF THE

TOWN OF WILTON WATER AND SEWER AUTHORITY

Pursuant to the authority contained in section 1125 of Title 6-C of Article 5 of the Public Authorities Law, as set out in Chapter 595 of the Laws of 1991 of the State of New York (the "Act"), the Town of Wilton Water and Sewer Authority (the "Authority") hereby approves the following by-laws for the regulation of its activities:

ARTICLE I  
THE AUTHORITY

Section 1. NAME. The name of the Authority shall be the "Town of Wilton Water and Sewer Authority".

Section 2. SEAL. The official seal of the Authority shall be in a design, circular in form, bearing the words and date as follows:

TOWN OF WILTON WATER AND SEWER AUTHORITY

Section 3. OFFICE. The principal office of the Authority shall be located at Wilton Town Hall, 20 Traver Road, Gansevoort, New York 12831.

ARTICLE II  
OFFICERS AND PERSONNEL

Section 1. OFFICERS. The officers of the Authority shall be a Chairman, Vice Chairman, Secretary, Treasurer, and such other officers as the Authority may determine. Officers shall be appointed as provided in Title 6-C of the Public Authorities Law.

Section 2. PERSONNEL. The Authority may from time to time employ such personnel, including private consultants, for professional and technical assistance and advice, as it may deem necessary to exercise its powers, duties and functions as prescribed by law. The selection and compensation of such personnel shall be determined by the Authority, subject to applicable law.

ARTICLE III  
TENURE OF OFFICE

Section 1. TERM. Each officer of the Authority shall hold office for terms as provided by law.

Section 2. OFFICERS HOLDING TWO OR MORE OFFICES. Any two or more offices may be held by the same person, except as otherwise provided by law. No officer shall execute or verify any instrument in more than one capacity if such instrument be required by law or otherwise to be executed or verified by any two or more officers.

ARTICLE IV  
DUTIES OF OFFICERS

Section 1. CHAIRMAN. The Chairman shall be a member of the Authority and shall preside at all meetings of the Authority. The Chairman shall sign (manually or by facsimile signature) all agreements, contracts, notes, bonds or other evidences of indebtedness and any other instruments of the Authority on behalf of the Authority when so authorized by the Authority, and shall perform such other duties as may be prescribed for the Chairman by law or by the Authority. The Chairman shall submit to the Authority such recommendations and information as he may consider proper concerning the business, affairs, and policies of the Authority.

Section 2. VICE CHAIRMAN. The Vice Chairman shall be a member of the Authority and shall assume the powers and duties of the Chairman in case of the absence or disability of the Chairman. In the event of the resignation or death of the Chairman, the Vice Chairman shall become Acting Chairman and perform the duties of the Chairman until such times as a new Chairman is appointed.

Section 3. SECRETARY. The Secretary shall keep all records of the Authority, record all the votes and record the minutes of the Authority in a journal to be kept for that purpose, attend to the serving of notices of all meetings when required, keep in safe custody the seal of the Authority and have power to affix such seal to all papers or other documents as may be required and to attest (by manual or facsimile signature) such seal, attend to such correspondence as may be assigned and perform such other duties as may be prescribed by the Secretary by law or by the Authority. The Secretary may delegate recordkeeping and other ministerial duties as he or she sees fit.

Section 4. TREASURER. The Treasurer shall be a member of the Authority and shall have the care and custody of all funds and securities of the Authority and shall deposit the same forthwith in the name of the Authority in such bank or banks in the

State of New York as the Authority shall designate. The Treasurer shall have charge of the treasury and custody of receipts, deposits and disbursements of all Authority moneys. The Treasurer shall keep full and accurate and separate accounts of the various funds and money in the custody of the Authority. The Treasurer shall at any reasonable time exhibit the books and accounts of the Authority to any member of the Authority upon application at the office of the Authority during business hours, render to the Authority at each regular meeting an account of the financial transactions and the current financial condition of the Authority, and render a full financial report at the annual meeting of the Authority. The Treasurer shall have such other powers and duties as are conferred upon the Treasurer by law or by the Authority. The Treasurer shall give such bond for the faithful performance of the duties of his office as the Authority shall determine and the premium therefor shall be paid by the Authority.

Section 5. ADDITIONAL DUTIES. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority, by the by-laws of the Authority, or by the rules and regulations of the Authority.

Section 6. REMOVAL, RESIGNATION, SALARY, ETC. Any officer appointed by the Authority may be removed by the Chairman with or without cause. In the event of the death, resignation or removal of an officer, the Chairman in his or her discretion may appoint a successor to fill the unexpired term of such officer at the next regular meeting of the Authority. All officers who are members of the Authority shall serve without compensation.

#### ARTICLE V GENERAL PROVISIONS

Section 1. FISCAL YEAR. The fiscal year of the Authority shall begin on the first day of January of each year.

Section 2. ANNUAL MEETING. The annual meeting of the Authority shall be held on the second Wednesday in January at the Wilton Town Hall located in the Town of Gansevoort. In the event such day shall fall on a legal holiday, the annual meeting shall be held on the next succeeding day that is not a legal holiday.

Section 3. MEETINGS. Regular meetings of the Authority shall take place at such times and places as from time to time may be determined by the Authority. The Chairman may, when the Chairman deems it desirable, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of conducting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority at least one day before such special

meeting or may be mailed to the business or home address of such member at least three days prior to the date of such special meeting. Pursuant to Article 7 of the Public Officers Law, notice of any meeting shall be given to the news media and posted on a prominent bulletin board in the Wilton Town Hall at the same time. Any regular or special meeting may be adjourned to any other time at the will of a majority of the members of the Authority present and voting at such meeting.

Section 4. WAIVER OF NOTICE. Failure to give notice of any meeting of the Authority to any member of the Authority may be waived in writing by such members. Notice of an adjourned meeting need not be given to any member present at the time of the adjournment.

Section 5. QUORUM. At all meetings of the Authority, a majority of the members of the Authority shall constitute a quorum and the vote of a majority of the whole number of the members of the Authority shall be deemed the act of the Authority. A majority of the members present, whether or not a quorum is present, may adjourn any meeting to another time or place.

Section 6. ORDER OF BUSINESS. The order of business at regular meetings shall be:

- (a) Roll call and determination of quorum.
- (b) Reading of minutes of previous meeting.
- (c) Approval of the minutes of previous meeting.
- (d) Treasurer's Report
- (e) Reports of committees.
- (f) Bills and communications.
- (g) Unfinished business.
- (h) New business.
- (i) Adjournment.

Section 7. COMMITTEES. The members of all committees shall be appointed by the Chairman, who shall be an ex officio member of each committee. A quorum of any committee shall consist of a majority of the members of that committee.

Section 8. EXECUTION OF INSTRUMENTS. All Authority instruments and documents shall be signed or countersigned, executed, verified or acknowledged by such officer or official or other person or persons as provided in these by-laws or as the Authority may from time to time designate.

## ARTICLE VI AMENDMENTS

Section 1. AMENDMENTS TO BY-LAWS. The by-laws of the Authority may be amended only with the approval of at least a

majority of all of the members of the Authority at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has been previously given to all members of the Authority.

ARTICLE VII  
INDEMNIFICATION


Section 1. GENERAL SCOPE OF INDEMNIFICATION. The Authority shall, to the fullest extent permitted by law, provide for and indemnify any person (and his/her testator or intestate) made, or threatened to be made, a party to any action or proceeding, whether civil or criminal in nature, by reason of the fact that such person is or was a member or an officer or employee of the Authority or served, at the request of the Authority, as an officer or employee of any subsidiary of the Authority, against judgments, penalties, fines, amounts paid in settlement and reasonable expenses, including attorney's fees, actually and necessarily incurred as a result of such action of proceeding (including any appeal therein), provided such member, officer or employee acted in good faith for a purpose which such person reasonably believed to be in the best interest of the Authority and, in criminal actions or proceedings, had no reasonable cause to believe that any action taken by or conduct of such person was unlawful.

Section 2. PRESUMPTION. The termination of any such civil or criminal action or proceeding by judgment, settlement, conviction or upon a plea of nolo contendere, or its equivalent, shall not in itself create a presumption that any such member, officer or employee did not act in good faith for a purpose which such person reasonably believed to be in the best interests of the Authority or that such person had reasonable cause to believe that any such action or conduct was unlawful.

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I, Jennifer M. Scarano, Secretary of THE TOWN OF WILTON WATER AND SEWER AUTHORITY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the By-Laws of said Town of Wilton Water and Sewer Authority as amended to the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Town of Wilton Water and Sewer Authority this \_\_\_ day of July, 1992.



Jennifer M. Scarano  
Secretary to the  
Town of Wilton Water & Sewer Authority

[SEAL]