

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

March 22, 2011

Present: Nancy Fleming, Chairman; Kirk Moline, Vice Chairman; Scott Duffy, Treasurer; Carol Green (via phone), Comptroller; Michael Mooney, Director; Dennis Feeney, Attorney at Law; Keith Manz, Engineer

Arrived Late:

Departed Early:

Absent: Mark Moshier; Jamie Green, Secretary

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

Approve Pending Minutes

Chairman Fleming asked for a motion to approve the January 26, 2011 meeting minutes. Vice Chair Moline offered the following resolution and moved its adoption:

**RESOLUTION: #11-09**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the minutes of the January 26, 2011 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 February 2011 (#2) abstract needs to be approved by the Board. The total for the Water & Sewer Fund is \$43,390.17 and \$4,658.00 for the Capital Projects Fund.

Chairman Fleming asked for a motion to approve the payment of the February 2011 abstract. Treasurer Duffy offered the following resolution and moved its adoption:

**RESOLUTION # 11-10**

**NOW, THEREFORE, BE IT RESOLVED**, to ratify the payment of the February 2011 (#2) abstract. The total for the Water & Sewer Fund is \$43,390.17 and \$4,658.00 for the Capital Projects Fund.

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

Chairman Fleming asked for a motion to approve the payment of the March 2011(#3) abstract. Treasurer Duffy offered the following resolution and moved its adoption:

**RESOLUTION # 11-11**

**NOW, THEREFORE, BE IT RESOLVED**, to ratify the payment of the March 2011 (#3) abstract. The total for the Water & Sewer Fund is \$27,187.57 and \$5,890.64 for the Capital Projects Fund.

The adoption of the foregoing resolution was seconded by Vice Chair Moline, 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 \$318.60 for January need to be approved by the board.

Chairman Fleming asked for a motion to approve the billing adjustments in the amount of a negative \$318.60 for January. Treasurer Duffy offered the following resolution and moved its adoption:

**RESOLUTION # 11-12**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the billing adjustments in the amount of a negative \$318.60 for January.

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

Chairman Fleming asked for a motion to approve the billing adjustments in the amount of a positive \$9,836.99 for February. Vice Chair Moline offered the following resolution and moved its adoption:

**RESOLUTION # 11-13**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the billing adjustments in the amount of a positive \$9,836.99 for February.

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 various budget transfers for 2010 as noted in the Comptrollers Report dated 3/22/11.

Chairman Fleming asked for a motion to approve various budget transfers for 2010 as noted in the Comptrollers Report dated 3/22/11. Treasurer Duffy offered the following resolution and moved its adoption:

### **RESOLUTION # 11-14**

**NOW, THEREFORE, BE IT RESOLVED**, to approve various budget transfers for 2010 as noted in the Comptrollers Report dated 3/22/11.

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

### Return of Escrows

The Board needs to approve the return of the remainder of the unused escrows to various contractors.

Chairman Fleming asked for a motion to approve the return of the remainder of the unused escrows to various contractors. Vice Chair Moline offered the following resolution and moved its adoption:

### **RESOLUTION # 11-15**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the return of the remainder of the unused escrows to various contractors.

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.

Chairman Fleming asked for a motion to approve offsetting the sewer escrow balance of \$520. each for Northern Pines Senior Housing and Tom Sawyer/Huck Finn against their respective water escrow deficits of \$520. each. Vice Chair Moline offered the following resolution and moved its adoption:

### **RESOLUTION # 11-16**

**NOW, THEREFORE, BE IT RESOLVED**, to approve offsetting the sewer escrow balance of \$520. each for Northern Pines Senior Housing and Tom Sawyer/Huck Finn against their respective water escrow deficits of \$520. each.

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.

#### Deferred Compensation Audit

The Deferred Compensation Board is requiring an annual audit to ensure that the salaries deferred by WWSA employees are properly invested and accounted for within the plan. A public hearing is scheduled for March 25<sup>th</sup> to establish procedures for CPA's.

#### CHAIRMAN'S REPORT

##### Wage and Salary Review

The Board needs to approve obtaining Ronnie Travers of Public Sector HR Consultants to review the Authority's wage and salary program.

Chairman Fleming asked for a motion to approve obtaining Ronnie Travers of Public Sector HR Consultants to review the Authority's wage and salary program. Treasurer Duffy offered the following resolution and moved its adoption:

#### **RESOLUTION # 11-17**

**NOW, THEREFORE, BE IT RESOLVED**, to approve obtaining Ronnie Travers of Public Sector HR Consultants to review the Authority's wage and salary program.

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

Chairman Fleming asked for a motion to approve budget transfers to provide a budget for the wage and salary review. Treasurer Duffy offered the following resolution and moved its adoption:

#### **RESOLUTION # 11-18**

**NOW, THEREFORE, BE IT RESOLVED**, to approve budget transfers to provide a budget for the wage and salary review.

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

#### Next Board Meeting

It was discussed and agreed that the April meeting will be cancelled. The next Board Meeting will be held on May 17.

## DIRECTOR'S REPORT

### Authorities Budget Office Notice of Powers of Enforcement

WWSA was notified of the compliance review process which is an audit by the Authorities Budget Office to ensure we are following their procedures and enforcement for non compliance.

### Exit 16 Ballard Road Corridor Study

Director Mooney attended a meeting for the Ballard Road corridor study. It is being done in conjunction with the CDTC (Capital District Transportation Commission). The Town of Wilton has a comprehensive plan but the study may recommend zoning changes and identify future infrastructure needs.

### Floral Estates Area Contract Update

Director Mooney has not heard back from the City of Saratoga Springs. A new developer is trying to expedite the process of getting the contract signed.

### County Water Connection

The new pump is in place and we are waiting for General Controls to program it. This will enable WWSA to turn the pressure back up.

### Exit 15 Sewer Improvements

Director Mooney spoke with Jim DePasquale and Jim Mitchell about improvements to the pump station on the corner of New Country Way. The County does not have an issue with this project. There may be an issue with the right-of-way.

### Featherwood Meter Upgrade

About half of the meters have been installed for Featherwood customers. Dennis Feeney will send out a letter to the nine district wide customers who have still not had their meter replaced.

### Online and Auto Bill Pay

This is working out very well.

### Website Development and Content

The annual report and information for the Authorities Budget Office have been put on the website.

## PROJECT APPROVAL STATUS

Floral Estates 2<sup>nd</sup> review will be done by the end of the month.

## ADJOURNMENT

There being no further business brought before the Authority's Board, at 4:45 p.m. on a motion by Treasurer Duffy and seconded by Vice Chair Moline, Chairman Fleming adjourned the meeting with all in favor.