

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

July 19, 2011

Present: Nancy Fleming, Chairman; Scott Duffy, Treasurer; Jamie Green, Secretary;
Carol Green, Comptroller; Michael Mooney, Director; Dennis Feeney, Attorney
at Law; Keith Manz, Engineer

Arrived Late:

Departed Early:

Absent: Kirk Moline, Vice Chairman; Mark Moshier;

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

Approve Pending Minutes

Chairman Fleming asked for a motion to approve the May 17, 2011 meeting minutes. Secretary Green offered the following resolution and moved its adoption:

RESOLUTION: #11-27

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the May 17, 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.

Wage and Salary Program

Ronnie Travers from Public Sector HR Consultants discussed the update to the WWSA wage and salary structure.

COMPTROLLER'S REPORT

Bills

The payment of the July 2011 (#7) abstract needs to be approved by the Board. The total for the Water & Sewer Fund is \$108,778.40 and nothing for the Capital Projects Fund.

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

RESOLUTION # 11-28

NOW, THEREFORE, BE IT RESOLVED, to ratify the payment of the July 2011 (#7) abstract. The total for the Water & Sewer Fund is \$108,778.40 and nothing for the Capital Projects Fund.

The adoption of the foregoing resolution was seconded by Secretary Green, 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 June 2011(#6) abstract. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION # 11-29

NOW, THEREFORE, BE IT RESOLVED, to ratify the payment of the June 2011 (#6) abstract. The total for the Water & Sewer Fund is \$51,593.21 and nothing for the Capital Projects Fund.

The adoption of the foregoing resolution was seconded by Secretary Green, 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 \$538.31 for June and a negative \$191.33 for May need to be approved by the board.

Chairman Fleming asked for a motion to approve the billing adjustments in the amount of a positive \$538.31 for June and a negative \$191.33 for May. Secretary Green offered the following resolution and moved its adoption:

RESOLUTION # 11-30

NOW, THEREFORE, BE IT RESOLVED, to approve the billing adjustments in the amount of a positive \$538.31 for June and a negative \$191.33 for May.

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 rent increase and repair at 42 Castleberry Drive as noted in the Comptrollers Report dated 7/19/11.

Chairman Fleming asked for a motion to approve various budget transfers for rent increase and repair at 42 Castleberry Drive as noted in the Comptrollers Report dated 7/19/11. Secretary Green offered the following resolution and moved its adoption:

RESOLUTION # 11-31

NOW, THEREFORE, BE IT RESOLVED, to approve various budget transfers for rent increase and repair at 42 Castleberry Drive as noted in the Comptrollers Report dated 7/19/11.

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.

Capital Projects

Chairman Fleming asked for a motion to approve opening capital project #19 for replacing the Exit 15 sewer pump station at an estimated cost of \$426,000. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION # 11-32

NOW, THEREFORE, BE IT RESOLVED, to approve opening capital project #19 for replacing the Exit 15 sewer pump station at an estimated cost of \$426,000.

The adoption of the foregoing resolution was seconded by Secretary Green, 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 adjustments for capital project #19 for replacing the Exit 15 sewer pump station. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION # 11-33

NOW, THEREFORE, BE IT RESOLVED, to approve budget adjustments for capital project #19 for replacing the Exit 15 sewer pump station.

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

Deferred Comp Audit

The Board discussed and agreed to have an audit conducted for WWSA employee deferred compensation plan.

Chairman Fleming asked for a motion to have an audit conducted for WWSA employee deferred compensation plan. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION # 11-34

NOW, THEREFORE, BE IT RESOLVED, to have an audit conducted for WWSA employee deferred compensation plan.

The adoption of the foregoing resolution was seconded by Secretary Green, 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 have an audit conducted for WWSA employee deferred compensation plan. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION # 11-35

NOW, THEREFORE, BE IT RESOLVED, to approve budget transfers to have an audit conducted for WWSA employee deferred compensation plan.

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

Fixed Asset Policy

Comptroller Green requested the Board approve a new fixed asset policy whereby assets purchased with a life of at least 2 years and an individual cost of more than \$3,000 or a group purchase of over \$5,000 be capitalized and depreciated.

Chairman Fleming asked for a motion to approve a new fixed asset policy whereby assets purchased with a life of at least 2 years and an individual cost of more than \$3,000 or a group purchase of over \$5,000 be capitalized and depreciated. Treasurer Duffy offered the following resolution and moved its adoption:

RESOLUTION # 11-36

NOW, THEREFORE, BE IT RESOLVED, to approve a new fixed asset policy whereby assets purchased with a life of at least 2 years and an individual cost of more than \$3,000 or a group purchase of over \$5,000 be capitalized and depreciated.

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

RFP for Audit Services

According to the ABO WWSA must issue an RFP for audit services after five years with Cusack and Company. Carol Green will request two proposals from each firm which will give quotes for an audit during the company's busy tax season and one for after tax season.

Chairman Fleming asked for a motion to approve the RFP for audit services. Secretary Green offered the following resolution and moved its adoption:

RESOLUTION # 11-37

NOW, THEREFORE, BE IT RESOLVED, to approve the RFP for audit services.

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'S REPORT

Audit and Governance Committee Meetings

It was discussed and agreed that the next meetings will be held on Wednesday September 21 after the rescheduled regular meeting.

Cash and Replacement Reserves

The Board had a discussion on how much money should be in replacement reserve and cash. Director Mooney and Comptroller Green will meet to go over the numbers.

DIRECTOR'S REPORT

Two Recent Water Issues

Approximately 3 years ago WWSA changed out an old meter at 42 Castleberry Drive. The home had a faulty shut off valve in the basement which prohibited the water from being turned back on so we replaced it. The following year the replacement valve failed and flooded the basement so we replaced it. Approximately 3 weeks ago the customer came to the office and said the valve was leaking again and requested that a licensed plumber come in and fix the problem. WWSA paid for the plumber and the water cleanup.

On Parkhurst Road and Route 9 one water customer is on a dead end line. Starting last fall the customer had experienced brown water. WWSA has gone out approximately once a week to flush the system. The customer still experienced brown water. WWSA decided to put in a flushing station which will flush the line every three hours for 15 minutes.

Sewer Operational Issues at Ridgeview Subdivision

Director Mooney was contacted by a plumber asking questions because he was contacted by LA Group regarding a flushing station.

Exit 15 Sewer Improvements

A new capital project has been approved with budget.

Exit 16 Ballard Road Corridor Study

The meeting will take place 7/20 in the afternoon. Director Mooney will update the Board at the next meeting.

City Water Contract Floral Estates

No movement.

County Water Connection Update

The County bill was paid and it included a breakdown of the water owed WWSA which should be used up in the next month.

Featherwood Meter Upgrade

We have 54 of the 111 customers' meters installed.

Online and Auto Bill Pay

We have 238 customers signed up for auto bill pay and 90 customers that have set up accounts.

Website Development and Content

WWSA may asked for bids next year to freshen it up.

PROJECT APPROVAL STATUS

Nothing to report

ADJOURNMENT

There being no further business brought before the Authority's Board, at 5:30 p.m. on a motion by Secretary Green and seconded by Treasurer Duffy, Chairman Fleming adjourned the meeting with all in favor.