

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

September 21, 2011

Present: Nancy Fleming, Chairman; Kirk Moline, Vice 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: 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 July 19, 2011 meeting minutes. Secretary Green offered the following resolution and moved its adoption:

**RESOLUTION: #11-38**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the minutes of the July 19, 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 August 2011 (#8) abstract needs to be approved by the Board. The total for the Water & Sewer Fund is \$50,273.91 and \$2,184.00 for the Capital Projects Fund.

Chairman Fleming asked for a motion to approve the payment of the August 2011 abstract. Vice Chair Moline offered the following resolution and moved its adoption:

**RESOLUTION # 11-39**

**NOW, THEREFORE, BE IT RESOLVED**, to ratify the payment of the August 2011 (#8) abstract. The total for the Water & Sewer Fund is \$50,273.91 and \$2,184.00 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 September 2011(#9) abstract. Vice Chair Moline offered the following resolution and moved its adoption:

**RESOLUTION # 11-40**

**NOW, THEREFORE, BE IT RESOLVED**, to ratify the payment of the September 2011 (#9) abstract. The total for the Water & Sewer Fund is \$39,082.04 and \$4,453.03 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 \$60.87 for August and a negative \$268.61 for July need to be approved by the board.

Chairman Fleming asked for a motion to approve the billing adjustments in the amount of a positive \$60.87 for August and a negative \$268.61 for July. Secretary Green offered the following resolution and moved its adoption:

**RESOLUTION # 11-41**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the billing adjustments in the amount of a positive \$60.87 for August and a negative \$268.61 for July.

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.

**Budget**

The Board needs to approve a budget transfer for credit card fees as noted in the Comptrollers Report dated 9/21/11.

Chairman Fleming asked for a motion to approve a budget transfer for credit card fees as noted in the Comptrollers Report dated 9/21/11. Treasurer Duffy offered the following resolution and moved its adoption:

**RESOLUTION # 11-42**

**NOW, THEREFORE, BE IT RESOLVED**, to approve a budget transfer for credit card fees as noted in the Comptrollers Report dated 9/21/11.

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.

#### Use of Surplus Cash Alternatives

Using unrestricted funds it was discussed whether WWSA should pay off debt and increase infrastructure replacement reserves.

Chairman Fleming asked for a motion to adopt paying off the principle and interest of the debt if paid by January 1, 2012 as noted in the Comptrollers Report dated 9/21/11. Treasurer Duffy offered the following resolution and moved its adoption:

#### **RESOLUTION # 11-43**

**NOW, THEREFORE, BE IT RESOLVED**, to approve a motion to adopt paying off the principle and interest of the debt if paid by January 1, 2012 as noted in the Comptrollers Report dated 9/21/11.

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.

Chairman Fleming asked for a motion to approve changing the interest factor on the infrastructure replacement reserve to 2%. Treasurer Duffy offered the following resolution and moved its adoption:

#### **RESOLUTION # 11-44**

**NOW, THEREFORE, BE IT RESOLVED**, to approve changing the interest factor on the infrastructure replacement reserve to 2%.

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.

#### Closure of Capital Project

Chairman Fleming asked for a motion to approve closure of the county connection capital project #17. Secretary Green offered the following resolution and moved its adoption:

#### **RESOLUTION # 11-45**

**NOW, THEREFORE, BE IT RESOLVED**, to approve closure of the county connection capital project #17.

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.

#### Deferred Comp Audit

The Board needs to accept the audit report for WWSA employee deferred compensation plan contingent on approval by the audit committee.

Chairman Fleming asked the Board to accept the audit report for WWSA employee deferred compensation plan contingent on approval by the audit committee. Treasurer Duffy offered the following resolution and moved its adoption:

#### **RESOLUTION # 11-46**

**NOW, THEREFORE, BE IT RESOLVED**, to accept the audit report for WWSA employee deferred compensation plan contingent on approval by the audit committee.

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.

#### 2011 Audit

It was discussed and agreed to retain Cusack & Company with new managing partner and stay with the same time frame for the audit. Authorizing \$8,000.00 five year contract with no more than 3% increase per year contingent upon the Audit Committee approval.

Chairman Fleming asked for a motion to approve retaining Cusack & Company with new managing partner and stay with the same time frame for the audit. Authorizing \$8,000.00 five year contract with no more than 3% increase per year contingent upon the Audit Committee approval. Treasurer Duffy offered the following resolution and moved its adoption:

#### **RESOLUTION # 11-47**

**NOW, THEREFORE, BE IT RESOLVED**, to approve retaining Cusack & Company with new managing partner and stay with the same time frame for the audit. Authorizing \$8,000.00 five year contract with no more than 3% increase per year contingent upon the Audit Committee approval.

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'S REPORT

Chairman Fleming asked for a motion to approve the action taken on September 9, 2011 to temporarily disconnect from the County water line. Treasurer Duffy offered the following resolution and moved its adoption:

#### **RESOLUTION # 11-48**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the action taken on September 9, 2011 to temporarily disconnect from the County water line.

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.

## DIRECTOR'S REPORT

### County Water Quality Issue

Director Mooney discussed 2008 and 2009 WWSA water tests local running annual average for trihalomethans and haloacetic acids which were well below DOH standards. Starting February 2, 2010 when WWSA starting taking water from the County line he notes that the water had changed but still maintain below DOH standards. Due to the recent rise in trihalomethans and haloacetic acids in the County water it was decided to discontinue taking water from the County line even though WWSA water never exceeded DOH standards.

### Exit 15 Sewer Improvements

It is in the final phase of design. The station and layout are all done. We are working on the spec book and will be going out to bid next month.

Chairman Fleming asked the Board to approve the bid process to the lowest responsible bidder as long as it is within budget and allow Director Mooney to move forward with the project. Treasurer Duffy offered the following resolution and moved its adoption:

### **RESOLUTION # 11-49**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the bid process to the lowest responsible bidder as long as it is within budget and allow Director Mooney to move forward with the project.

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.

### Mission Statement and Performance Measures 2011

The Board reviewed the annual mission statement and performance measures for 2011.

Chairman Fleming asked the Board to approve the annual mission statement and performance measures for 2011. Secretary Green offered the following resolution and moved its adoption:

### **RESOLUTION # 11-50**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the annual mission statement and performance measures for 2011.

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.

### Exit 16 Ballard Road Corridor Study

Director Mooney will share the report with the Board as soon as it is finalized.

### Three New Projects Starting

Saratoga Heritage Phase II, The Crossings, The Paddocks plans were signed today by Chairman Fleming.

### City Water Contract Floral Estates

The City is working with DEC on justifying the water taking. The developers representative asked Director Mooney to possibly ask the City to shift our existing water contract which allows us to buy 125,000 gallons a day of water at exit 15 and shift 50,000 gallons a day to this project. Director Mooney referred them back to the City.

### Featherwood Meter Upgrade

We are still working on upgrading meters for this area.

### Online and Auto Bill Pay

Working smoothly.

### Website Development and Content

Nothing new to report.

### PROJECT APPROVAL STATUS

### ADJOURNMENT

There being no further business brought before the Authority's Board, at 5:09 p.m. on a motion by Secretary Green and seconded by Vice Chair Moline, Chairman Fleming adjourned the meeting with all in favor.