

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

April 20, 2010

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 March 16, 2010 meeting minutes. Secretary Green offered the following resolution and moved its adoption:

**RESOLUTION: #10-23**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the minutes of the March 16, 2010 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 April 2010 abstract (#4) needs to be approved by the Board. The total for the Water & Sewer Funds is \$49,044.16 and \$8,615.00 for the Capital Projects Fund.

Chairman Fleming asked for a motion to approve the April 2010 bills as outlined in item #1 of the Comptroller's report dated April 20, 2010. Secretary Green offered the following resolution and moved its adoption:

### **RESOLUTION # 10-24**

**NOW, THEREFORE, BE IT RESOLVED**, to ratify the claims (bills) audited and paid in April by the Comptroller and listed in the attached Comptrollers Report to the Water & Sewer Authority Board.

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.

#### **Billing Adjustments**

Billing adjustments in the amount of a positive \$282.00 for March need to be approved by the board.

Chairman Fleming asked for a motion to approve the billing adjustments for March 2010 as outlined in #2 of the attached Comptrollers Report to the Water & Sewer Authority dated April 20, 2010. Treasurer Duffy offered the following resolution and moved its adoption:

### **RESOLUTION # 10-25**

**NOW, THEREFORE, BE IT RESOLVED**, to approve the billing adjustments for March 2010 as outlined in #2 of the Comptroller's report to the Water & Sewer Authority Board dated April 20, 2010.

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.

#### **Budget**

The Board needs to approve a 2010 budget adjustment for \$60,000 for the county water purchases as outlined in #3 of the attached Comptrollers Report to the Water & Sewer Authority dated April 20, 2010.

Chairman Fleming asked for a motion to approve a 2010 budget adjustment for \$60,000 for the county water purchases as outlined in #3 of the attached Comptrollers Report to the Water & Sewer Authority dated April 20, 2010. Secretary Green offered the following resolution and moved its adoption:

### **RESOLUTION # 10-26**

**NOW, THEREFORE, BE IT RESOLVED**, to approve a 2010 budget adjustment for \$60,000 for the county water purchases as outlined in #3 of the attached Comptrollers Report to the Water & Sewer Authority dated April 20, 2010.

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.

#### Petty Cash

The Board needs to retroactively approve an increase to petty cash from \$100 to \$200 as outlined in #4 of the attached Comptrollers Report to the Water & Sewer Authority dated April 20, 2010.

Chairman Fleming asked for a motion to retroactively approve an increase to petty cash from \$100 to \$200 as outlined in #4 of the attached Comptrollers Report to the Water & Sewer Authority dated April 20, 2010. Treasurer Duffy offered the following resolution and moved its adoption:

#### **RESOLUTION # 10-27**

**NOW, THEREFORE, BE IT RESOLVED**, to retroactively approve an increase to petty cash from \$100 to \$200 as outlined in #4 of the attached Comptrollers Report to the Water & Sewer Authority dated April 20, 2010.

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'S REPORT

##### Personnel Policy Review

The final parts of the personnel policy, Part 6 Retirement, 7 Miscellaneous and 8 Vehicle were reviewed by the Board. Various changes were discussed and agreed on. A complete revised policy will be compiled and adopted by the Board in its entirety at the next meeting.

#### DIRECTOR'S REPORT

##### Featherwood Water System

WWSA hired CT Male to do an environmental survey on the property and no issues were found. CT Male would like to see some test holes dug where fill has been added on the bank at the end of the street. This will be done next Thursday. While they are out there they will dig up a section of the line to determine the size and material for the line and find the valve for the pump station. Director Mooney contacted Environmental Design Partnership to meet and discuss where the tie-in will be.

##### System Flushing, Grinder Pump Notice

The spring flushing of the water system will commence May 3<sup>rd</sup> thru the 7<sup>th</sup>. Grinder pump notices were sent out to customers who have grinder pumps.

#### Saratoga County Water Connection

The connection is complete. The repair of Ballard Road is underway. Payment of the reimbursement from Saratoga County Water Authority has been approved and should be received shortly.

#### Auto Bill Pay

We are working thru software issues. Customers will be able to go on-line and set up an account which will enable them to view and pay their WWSA account. They can also enroll in the auto bill pay program. All customer information will be kept by Authorize.Net which is a secure site.

#### Water Contract with City for Floral Estates Area

Nothing new with this issue.

#### Website Development and Content

Spring flush of the water system was put on the web site. It will be updated with auto bill pay when the system is ready.

#### **PROJECT APPROVAL STATUS**

#### Trice Subdivision

Second review has been done.

#### ADJOURNMENT

There being no further business brought before the Authority's Board, at 4:40 p.m. on a motion by Secretary Green and seconded by Treasurer Duffy, Chairman Fleming adjourned the meeting with all in favor.