

**TOWN OF EAST WINDSOR
WATER POLLUTION CONTROL AUTHORITY**

Minutes of Meeting of January 31, 2024

Members Present: Paul Anderson, Jim Richards and Steve Smith

Others Present: WPCA Superintendent E. Arthur Enderle III, Chief Operator Edward Alibozek, WPCA Attorney Michael B. Lanza and Recording Secretary Laura Michael

The on-site meeting was restricted to commissioners and staff. The public may participate via the remote video conferencing platform Zoom.

Time and Place

Paul Anderson, Chairman, called the meeting to order at 6:52 p.m. at the WPCA Admin Building, 192 South Water St, East Windsor, CT

I. Pledge of Allegiance

The Pledge of Allegiance was recited.

II. Added Agenda Items

There were no added items.

III. Acceptance of Minutes of November 29, 2023

Motion: To accept the minutes of November 29, 2023, as submitted.
Smith/Richards
Passed unanimously.

IV. Communications

Mr. Anderson read a paragraph from the Town Annual Report from the WPCF page.
"A proper sewer use fee ensures sufficient revenue is generated to operate the facilities, insures there are funds available to prevent failure of critical wastewater treatment processes and ensures preventative maintenance is performed protecting the infrastructure investment already made by the municipality and extends the useful life of the system. Routine preventative maintenance is less expensive in the long run than conducting emergency repairs." This paragraph explains to everyone why it costs money to operate.

V. Visitors

There were no scheduled visitors.

VI. Public Participation

No one was present.

VII. Receipt of Applications

There were no applications.

VIII. Approval of Applications

There were no applications to be approved.

IX. Legal

Laurel View Estates LLC, Policy for Billing Sewer Use Fees

Attorney Lanza stated that the property owner is responsible for the sewer use bills. Beginning July 1, 2024 one sewer use bill will be sent to the owner of record of Laurel View Estates. A letter will be sent by Attorney Lanza to the owner of Laurel View Estates explaining that tenants had been billed as a courtesy. The owner of Laurel View Estates will be made aware of the delinquent accounts which will need to be paid prior to the new billing year.

Motion: To suspend the regular meeting.
Smith/Richards
Passed unanimously.

X. Public Hearing

Motion: To open the public hearing for Newberry Road Enterprises LLC, 9 Craftsman Rd through West River Farms LLC, 44 West River Rd.
Smith/Richards
Passed unanimously.

Mr. Anderson read the legal notice published in the Journal Inquirer on Friday, January 19, 2024.

There was no one present for Newberry Road Enterprises LLC, 9 Craftsman Rd. and 74 Newberry Rd. Mr. Enderle explained that 9 Craftsman Rd and 74 Newberry Rd were the Penske project. None of the FCC has been paid.

There was no one present for West River Farms LLC, 30 West River Rd. Mr. Enderle explained this is a new single family and all of the FCC has been paid.

There was no one present for West River Farms LLC, 32 West River Rd. Mr. Enderle explained this is a new single family and all of the FCC has been paid.

There was no one present for West River Farms LLC, 36 West River Rd. Mr. Enderle explained this is a new single family and all of the FCC has been paid.

There was no one present for West River Farms LLC, 38 West River Rd. Mr. Enderle explained this is a new single family and all of the FCC has been paid.

There was no one present for West River Farms LLC, 39 West River Rd. Mr. Enderle explained this is a new single family and all of the FCC has been paid.

There was no one present for West River Farms LLC, 40 West River Rd. Mr. Enderle explained this is a new single family and all of the FCC has been paid.

There was no one present for West River Farms LLC, 44 West River Rd. Mr. Enderle explained this is a new single family and all of the FCC has been paid.

Motion: To close the public hearing for Newberry Road Enterprises LLC, 9 Craftsman Rd through West River Farms LLC, 44 West River Rd.
Discussion: Mr. Richards asked about the different FCC amounts on the West River Farms properties. Mr. Enderle explained that Jeff Respler, West River

Farms, had prepaid for 30 lots at \$4,994 before the rate increase. He prepaid the remaining 39 lots at the current rate of \$6,500.

Smith/Richards

Passed unanimously.

Motion: To resume the regular meeting.

Smith/Richards

Passed unanimously.

XI. Action on FCC

Motion: To impose the Facility Connection Charges for

Smith/Richards

Passed unanimously.

XII. Unfinished Business

IT Status

Mr. Enderle explained that Mr. Alibozek is the IT person. He has been bringing Jon Ference in on IT for the past 6-9 months. Mr. Enderle couldn't be prouder of Mr. Ference. Mr. Alibozek explained that during the last 3-4 rainstorms, he had Mr. Ference check the alarm for each piece of equipment. They have two alarm systems. During the rain events, they worked split shifts. There is a special alarm for excessive run time. They are able to control the time; they can set the pump lead/lag time. They have the ability to see all the pump stations at the plant. Mr. Alibozek has been providing training to the staff. Mr. Alibozek is trying to get Mr. Ference to understand the entire facility and understand what the equipment is designed to do. Mr. Enderle explained that he relies on Mr. Ference when Mr. Alibozek is on vacation. IT is in good shape.

XIII. New Business

Bill Sheet Review

Mr. Anderson reported that the budget is pretty much where it should be; we are 58% through the budget year and 55% of the budget has been expended. Mr. Richards had questions about a couple of line items. First, the clothing allowance. Mr. Enderle explained that the clothing allowance was increased from \$400 to \$500. Second, leave provision due. Mr. Enderle explained that this is used for payout for unused vacation time and unused sick days in excess of allotment.

Superintendent's Report

Mr. Enderle provided binders with the proposed 2024-25 budget, financials and accomplishments. The proposed budget would result in a rate of \$428. Mr. Enderle reviewed projects that will be funded through CIP. The switching of the oxidation ditches will cost approximately \$100,000. ESI will come in with bobcats to remove and dispose of grit and solids. Other projects include replacement of the pista grit drive, the plant water system and the Gibbs drive. These projects will be done during this budget year or next. Mr. Smith asked if there is a scope and plan. Mr. Enderle replied yes. Mr. Smith asked if there is anything that could cause an emergency; have they been rated as a critical priority? Mr. Alibozek responded that there is always a redundant backup. We do not want to be painted into a corner. Mr. Anderson stated that these projects and amounts fit into the allotted CIP and there is money available if something were to happen. Mr. Enderle handed out the rate study done by the contract engineer. If we had followed their lead, the sewer use rate would be \$626 just for their projects. It wouldn't include salary or healthcare costs. Mr. Richards asked about the Webster Bank fund balance. Is the \$50,000 being used because there is too much money or for debt relief? He

questioned what it would do to the rate if \$25,000 was used. Mr. Enderle replied that the rate would be \$434. Mr. Richards suggested looking at using \$35,000 to see what that would do to the rate. Mr. Smith pointed out that the 3% increase was lower than the inflation rate of 3.4%. That sends a message to the rate payer. Things are expensive, but we are able to keep our costs under the rate of inflation. He thinks we should stick with a 3% increase. That's a \$1 per month increase. It was the consensus to keep the fund balance transfer at \$50,000 for this year to keep the rate increase at 3%.

Transfers

There were no transfers.

XIV. Executive Session

Motion: To enter into Executive Session to include staff and Attorney Lanza.
Smith/Richards
Passed unanimously.

Motion: To come out of Executive Session at 9:04 p.m.
Smith/Richards
Passed unanimously.

XV. Adjournment

Motion: To adjourn the meeting at 9:04 p.m.
Smith/Richards
Passed unanimously.

Respectfully submitted,



Laura Michael
Recording Secretary