

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

Minutes of Meeting of September 27, 2017

Members Present: Paul Anderson, Dave Tyler, Chuck Riggott and Kirk Montstream

Others Present: WPCA Superintendent E. Arthur Enderle III, WPCA Chief Operator Edward Alibozek, WPCA Attorney Michael Lanza, Board of Finance Member Kathy Pippin and Recording Secretary Laura Michael

Time and Place

Paul Anderson, Chairman, called the meeting to order at 7:00 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 July 26, 2017

Motion: To accept the minutes of July 26, 2017 as presented.
Riggott/Montstream
Passed unanimously

IV. Communications

Mr. Anderson read an email from Nancy Callahan, 21 Windsorville Rd, Broad Brook, CT. She wanted to recognize two outstanding individuals who work for the Town of East Windsor; Edward Alibozek and Art Enderle. She had a plumbing issue that was erroneously thought to be connected to sewer work done on Windsorville Rd last year. Mr. Alibozek & Mr. Enderle were able to avoid having her front lawn dug up and sewer pipes replaced for a proposed cost of \$6,800 and she was also refunded \$1,300 from the plumbing company's initial visit. The Town is lucky to have these men working for them.

Mr. Anderson also reported that the Suffield WPCA held a public hearing on September 12th regarding updating their debt collection policy.

V. Elections

Mr. Riggott nominated Mr. Anderson for Chairman and Mr. Montstream seconded the nomination. Nominations for Chairman were closed.

Mr. Riggott nominated Mr. Tyler for Vice-Chairman and Mr. Montstream seconded the nomination. Nominations for Vice-Chairman were closed.

Motion: To vote in the nominated slate; Paul Anderson for Chairman and Dave Tyler for Vice-Chairman.
Riggott/Montstream
Passed unanimously

VI. Visitors

Dave Tyler

Mr. Tyler was present to discuss a property on Winton Rd. For over four years they have never received a bill and never got a notice from the Marshal. The WPCA needs to tighten up on their policy before sending a property to foreclosure. Attorney Lanza explained that his initial notice was sent via first class mail. Mr. Tyler reported that the property owners have money and pay their bills. They only found out about the foreclosure when Attorney Lanza's office called his house. Attorney Lanza suggested that if the property owners had been receiving sewer use bills and paying them every year and then stopped receiving them; they should have known something was amiss. Mr. Tyler suggested that after two years of no response from a property owner that proof should be provided that they have received a bill. A certified letter should be sent. A Certificate of Service form for the Marshal to fill out and sign was also discussed. Attorney Lanza asked why they need to make changes, when there has only been one problem. Mr. Montstream agreed with legal counsel. Mr. Tyler felt that before a property goes to the final procedure, they should know that the property owner has received the bills. Some kind of statement of record needs to be mailed to them; certified notices need to be sent. The Certificate of Service Form will be discussed with the Marshal.

VII. Public Participation

There was no public participation.

VIII. Receipt of Applications

There were no applications.

IX. Approval of Applications

There were no applications to be approved.

Motion: To suspend the regular meeting for the purpose of holding the scheduled public hearing.
Riggott/Montstream
Passed unanimously

X. Public Hearing

Motion: To open the public hearing for McGill, 27 Wells Rd and Bass, 142 North Rd.
Riggott/Montstream
Passed unanimously

Mr. Anderson read the public hearing notice that was published in the Journal Inquirer on September 15, 2017.

There was no one present for McGill, 27 Wells Rd. Mr. Enderle explained that this is a single family home and all of the FCC has been paid.

There was no one present for Bass, 142 North Rd. Mr. Enderle explained that this Bassdale Plaza. It is a commercial property that has been assessed with 3 FCC's. This property will be subject to a three year review which Mr. Bass has been made aware of. Half of the FCC's have been paid.

Motion: To close the public hearing for McGill, 27 Wells Rd and Bass, 142 North Rd.
Riggott/Montstream
Passed unanimously

Motion: To resume the regular meeting.
Riggott/Montstream
Passed unanimously

XI. Action on Facility Connection Charges

Motion: To impose the facility connection charges as published for McGill, 27 Wells Rd and Bass, 142 North Rd.
Riggott/Montstream
Passed unanimously

XII. Legal

Sewer Ordinance Revision

This is in progress.

XIII. Unfinished Business

IT Status

Mr. Alibozek reported that it has been a quiet month. During the period of October 17, 18 and 19, they will be upgrading ACP area 2. This will cost approximately \$47,000. Mr. Tyler asked how they will keep the plant running when the ACP is shut down. Mr. Alibozek replied that they can run things manually. That is why they need skilled people. They lost the transducer at Scantic Rd and an operator had to stay out there all night to pump it down every 15 minutes. All of Broad Brook flows through the Scantic Rd pump station.

Benefit Assessment Policy

This was not discussed.

XIV. New Business

Zero Tolerance Abuse Policy

Mr. Enderle explained that Town Hall has this policy in place. He has modified it a bit and feels the WPCF should follow Town Hall. The policy will be posted in the office window.

Motion: To adopt the Zero Tolerance Abuse Policy by the WPCA dated September 27, 2017.
Riggott/Montstream
Passed unanimously

Three Year Review

Mr. Enderle handed out a packet of information for the three year review. The first page was an updated procedure for reviews commencing in 2018. The first property reviewed was 248-250 South Main St. Mr. Enderle took an average of three years of water records from the date of connection. They are using 6 EDU's. Originally they paid for 2 EDU's; 4 EDU's are owed. The next property reviewed was 1 Shoham Rd. A hair salon had opened on to this property. They are using 2 EDU's. They had paid for one so 1 EDU is owed. The next property reviewed was 33 Abbe Rd. The water usage is less than 1 EDU but there are two apartments and the stable on the property. They paid for 2 EDU's so no additional EDU's are owed. The next property reviewed was 2 North Rd. Broad Brook Brewing opened in this plaza and is using an average of

5 EDU's. They paid for one when they opened; an additional four EDU's are owed. The final property reviewed was 227R South Main St. At connection, Mr. Galinski paid for one EDU and is using 1.438 EDU's which rounds down to 1. No additional EDU's are owed.

Motion: To move forward to public hearing for the three year review for the following properties: 248-250 South Main St, 1 Shoham Rd, 33 Abbe Rd, 2 North Rd and 227R South Main St.
Riggott/Montstream
Passed unanimously

Bill Sheet Review

The budget is 20% expended at 25% through the budget year.

Superintendent's Report

Mr. Enderle reported that they have been very busy. There have been a lot of projects. The Newberry Rd pump station was rebuilt. They will be getting a generator for the Scout Hall pump station. The roof on the Admin building was replaced. Mr. Alibozek reported that Mr. Karolczuk and Mr. Bednarz had passed the DMRQA in the lab. The nitrogen reimbursement was received. Mr. Anderson pointed out there were four letters from Attorney Lanza's office regarding money collected. Mr. Alibozek received a certificate "Proficy iFix Fundamentals". Mr. Alibozek explained that this is the software that runs the plant.

Transfers

There were no transfers.

The Board entered into Executive Session at 8:22. Included in the Executive Session were Board Members, Attorney Lanza and Mr. Enderle. Mrs. Pippin, Mr. Alibozek and the Recording Secretary left the meeting at this time.

XV. Executive Session

Superintendent

No motions were made.

XVI. Adjournment

Motion: To adjourn the meeting at 9:00 pm
Riggott/Montstream
Passed unanimously

Respectfully submitted,

Laura Michael
Recording Secretary