

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

Minutes of Meeting of May 25, 2016

Members Present: Paul Anderson, Chuck Riggott and Kirk Montstream

Members Absent: Dave Tyler

Others Present: Superintendent E. Arthur Enderle III, Chief Operator Edward Alibozek 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 the Minutes of April 27, 2016

Motion: To accept the minutes of April 27, 2016.
Riggott/Montstream
Motion passed

IV. Communications

Mr. Anderson read two public notices from the Town of Stafford WPCA for \$20 million of USDA projects. Their sewer use rates are going to go through the roof. The Town of Suffield also had a public notice for the Stony Brook Interceptor Project. The South Windsor WPCA published their proposed sewer use rate of \$374; they also have a complex prorated schedule.

V. Visitors

There were no scheduled visitors.

VI. Public Participation

There was no public participation.

VII. Receipt of Applications

There were no new applications.

VIII. Approval of Applications

There were no applications to be approved.

IX. Unfinished Business

Waiver for Onsite Sewage Disposal

This is on hold; Mr. Caronna is still on medical leave.

IT Status

Mr. Alibozek reported that we've been losing Town email service.

Benefit Assessment Policy

This was not discussed.

X. New Business

Discussion of Sanitary Sewer Construction Agreement for West River Farms

Mr. Enderle provided a draft of the Sanitary Sewer Construction Agreement for West River Farms. There will be a pre-construction meeting on Thursday, June 2nd. This agreement spells out the terms and conditions of what the developer will do. Mr. Enderle has used this agreement elsewhere. This agreement will be used as a standard document for future projects. Attorney Lanza and Town Treasurer Kim Lord have been helpful with feedback. The developer will be putting in mainline sewer and will be paying the cost of inspection. An escrow fund will be set up and an engineer of the WPCA's choice will be used for inspection. Mr. Riggott thinks this agreement is a good idea. Mr. Anderson stated that it works for both sides. Mr. Enderle thanked Mr. Alibozek for editing the agreement. Mr. Anderson will need to sign the agreement on behalf of the WPCA. Mr. Montstream asked if this agreement would be needed for two houses. Mr. Enderle replied they would need to define it; usually it is for three or more houses.

XI. Public Hearing Scheduled at 7:15 p.m.

Revision to Sewer User Charges

Motion: To dispense with the reading of the individual revisions as itemized in the legal notice published in the Journal Inquirer.
Riggott/Montstream
Motion passed

Motion: To open the public hearing on Revision to Sewer User Charges.
Riggott/Montstream
Motion passed

Mr. Anderson read the opening paragraph of the legal notice. There was no one from the public present for the public hearing. Mr. Anderson asked if there was any comment from the Board. There was none.

Motion: To close the public hearing on the Revision to the Sewer User Charges.
Riggott/Montstream
Motion passed

XII. Action on Revision to Sewer User Charges

Motion: To adopt the proposed revision to the sewer user charge as published.
Riggott/Montstream
Motion passed

New Business - continued

Discussion of Sanitary Sewer Construction Agreement for West River Farms

Motion: To authorize the Chairman to sign the Sanitary Sewer Construction Agreement between West River Farms and the WPCA as presented.
Montstream/Riggott
Motion passed

XIII. Legal

Delinquent Policy

Mr. Enderle provided two draft policies for the Board. The first was a suggested policy on delinquent accounts being considered for foreclosure. Mr. Enderle explained that once a delinquent sewer use account is 2 years in arrears or has reached an amount equal to or exceeding \$800 including interest, lien fees, marshal fees, etc., it shall be brought before the East Windsor WPCA for consideration of being placed into foreclosure proceedings. Mr. Enderle explained there are always different circumstances; at that time the Board can take a look at the account and base it on the merits. The second was a suggested policy on lien fees for delinquent sewer use fees. Mr. Enderle explained that it shall be the policy of the East Windsor WPCA to send Notice of Intent to Lien to the appropriate sewer use payers by the end of April of each calendar year. Should no

payment be received by the third Thursday of May of that calendar year, a Lien shall then be filed on the Town of East Windsor Land Records. This has been an unwritten policy in place which mirrors the Tax Collector's procedure for liens but because of a situation this year, it is felt there is a need for a written policy. This item will be carried on the June agenda. Mr. Anderson would like to have a full Board when adopting a policy.

XIV. Public Hearing Scheduled at 7:30 p.m.

Motion: To open the public hearing for Newberry Village LLC, 20 Mourning Dove Trail through Sabonis, 1 Melrose Rd.
Riggott/Montstream
Motion passed

Mr. Anderson read the public hearing notice that was published in the Journal Inquirer.

There was no one present for Newberry Village, 20 Mourning Dove Trail. Mr. Enderle explained that this is active adult housing and one half of the FCC has been paid.

There was no one present for Newberry Village, 7 Hickory Trail. Mr. Enderle explained that this is active adult housing and one half of the FCC has been paid.

There was no one present for Newberry Village, 9 Hickory Trail. Mr. Enderle explained that this is active adult housing and one half of the FCC has been paid.

There was no one present for Sabonis, 1 Melrose Rd. Mr. Enderle explained that this is an existing single family residence and one half of the FCC has been paid.

Motion: To close the public hearing for Newberry Village LLC, 20 Mourning Dove Trail through Sabonis, 1 Melrose Rd.
Riggott/Montstream
Motion passed

XV. Action on Facility Connection Charges

Motion: To impose the facility connection charges as published for Newberry Village LLC, 20 Mourning Dove Trail through Sabonis, 1 Melrose Rd.
Riggott/Montstream
Motion passed

New Business - continued

Bill Sheet Review

Mr. Anderson reported that the budget was 85% expended and that they were 92% through the budget year. Mr. Enderle pointed out that they haven't received all of their invoices.

Superintendent's Report

Mr. Enderle reported that it has been very busy with a lot going on. He is happy with the conditions of the grounds; they are improving each year. Mr. Enderle explained that the operators were working in the influent wet well on Monday, using the overhead crane to pull up a pump when the chain on the crane broke. The pump which weighs about 1500 lbs. fell 38' to the bottom. The cranes at the facility are inspected on a regular basis. Applied Dynamics, who performs the inspections, came out the next day. Birds had made a nest in the chain. Mr. Enderle does not know the extent of the damage. It was a near miss; luckily there were no injuries. Mr. Alibozek reported that he contacted Brenda Gillis at Cirma; because they have their inspection records, they will be covered. There is a \$1000 deductible. If the weather gets bad, the cost of a Godwin pump would be covered. Mr. Enderle explained they are almost done with the building repair. All that's left is site work. It was pointed out that Steve Bednarz Jr. has made the President's List at Manchester Community College. He has done this while working full time and raising a young family. Katherine Kneeland has a certificate for a completed course. The first big lab testing has been completed and came back well.

Transfers

Motion: To transfer \$900.00 from the FCC fund to the Webster Capital Account.

Riggott/Montstream

Discussion: Mr. Anderson explained that at the March 30, 2016 meeting a motion was made to transfer \$42,300 from the FCC Fund to the Webster Capital Account; the motion should have been to transfer \$43,200. The numbers were transposed.

Motion passed

XVI. Adjournment

Motion: To adjourn the meeting at 8:03 p.m.

Riggott/Montstream

Motion passed

Respectfully submitted,

Laura Michael
Recording Secretary