

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

**Minutes of Meeting of October 26, 2016**

**Members Present:** Paul Anderson, Chuck Riggott and Kirk Montstream

**Members Absent:** Dave Tyler

**Others Present:** Superintendent E. Arthur Enderle III, WPCA Attorney Michael Lanza 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 September 28, 2016**

**Motion:** To accept the minutes of September 28, 2016.  
Riggott/Montstream  
Motion passed

**IV. Communications**

There were no communications.

**V. Visitors**

There were no scheduled visitors.

**VI. Public Participation**

There was no public participation.

**VII. Receipt of Applications**

Laird Building LLC, 3 Shoham Rd, COM2016-002

Mr. Enderle explained that the applicant is USA Hauling. Their trucks are going green and this will be a natural gas refueling station.

Laird Building LLC, 5 Shoham Rd, COM2016-003

Mr. Enderle explained that the applicant is USA Hauling. This building will be used as office space for 12 employees.

Pocket Aces LLC, 7 Shoham Rd

Mr. Enderle explained that the applicant is USA Hauling. This building will be used as office space for 6 employees. Mr. Enderle had Town Engineer Len Norton's review on the three applications; his only comment was the flow for 5 Shoham Rd. The flow should be 20 gpd but it did not change the edu's.

**Motion:** To receive the applications of Laird Building, 3 Shoham Rd through Pocket Aces, 7 Shoham Rd.  
Riggott/Montstream  
Motion passed

### **VIII. Approval of Applications**

**Motion:** To approve the applications of Laird Building, 3 Shoham Rd through Pocket Aces, 7 Shoham Rd.  
Riggott/Montstream  
Motion passed

### **IX. Public Hearing**

**Motion:** To open the public hearing for Newberry Village LLC, 5 Mourning Dove Trail through Ruggiero, 156 Prospect Hill Rd.  
Riggott/Montstream  
Motion passed

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

There was no one present for Newberry Village LLC, 5 Mourning Dove Trail. Mr. Enderle explained that this is an active adult property and one half of the FCC has been paid.

There was no one present for Newberry Village LLC, 25 Mourning Dove Trail. Mr. Enderle explained that this is an active adult property and one half of the FCC has been paid.

There was no one present for Ruggiero, 156 Prospect Hill Rd. Mr. Enderle explained that this is an existing single family and one half of the FCC has been paid.

**Motion:** To close the public hearing for Newberry Village LLC, 5 Mourning Dove Trail through Ruggiero, 156 Prospect Hill Rd.  
Riggott/Montstream  
Motion passed

### **X. Action on Facility Connection Charges**

**Motion:** To impose the facility connection charges as published for Newberry Village LLC, 5 Mourning Dove Trail through Ruggiero, 156 Prospect Hill Rd.  
Riggott/Montstream  
Motion passed

### **XI. Legal**

Attorney Lanza provided State Statute that orders property owners to connect to the sewer if there is sewer available to their property. Mr. Enderle reported that he spoke with Mr. Caronna of NCH about an issue with a septic system on South Main St. The homeowner is doing a repair to an existing septic system. It is up to NCH to say if the septic system is functioning or not and contact the WPCA. It was explained that new construction with sewer within 100' of the property line would be required to connect to the sewer. If there is an existing septic system, it will be up to NCH to determine if the system is functioning.

## **XII. Unfinished Business**

### **IT Status**

This has been pretty good.

### **Benefit Assessment Policy**

This was not discussed.

## **XIII. New Business**

### **WPCA Financial Review**

Mr. Enderle provided a financial summary explaining that he, Mr. Anderson, Mr. Alibozek and Ms. Michael had met with the Town Finance Director, Kim Lord. Municipal accounting is different than regular accounting. The WPCA has been notified that we have another fund with money available. It is called the Operating Fund; it is different from the Operations & Maintenance Budget. Ms. Lord has suggested keeping 2-3 months of expenses in an emergency fund. Staff leave provisions should also be funded; this is money that is owed and nothing has been set aside. Mr. Enderle suggested that every three months an update should be given. Ms. Lord suggested setting up sub-accounts, a vehicle fund, infrastructure etc. The Board should decide on a threshold that the balance should not drop below. Mr. Anderson pointed out, that this is where money is taken from if the O&M budget is short because of SUC collections. It was explained that the FCC/Assessment Fund should only be used for infrastructure. The auditors don't want to see transfers from the Assessment Fund. They need to be cautious. Mr. Enderle suggested setting up a subcommittee to meet in the afternoon to discuss the financials. Kim Lord had commented that the WPCA is reducing the cost to taxpayers by investing in infrastructure.

### **Bill Sheet Review**

Mr. Anderson reported that they are on track.

### **Superintendent's Report**

Mr. Enderle reported that it was a busy month. They shut down the chlorine system. Tower Generator installed new digital panels on the generators at the Mill and Scantic pump stations. Annual generator maintenance was performed. The wet wells have been cleaned. Mr. Anderson pointed out the certificates that were handed out; Steve Bednarz completed the FEMA Nims training, there were several flagger training certifications and Ed Alibozek had a certificate for Basics of Raster Data.

### **Transfers**

Motion: To transfer \$14,650.00 from Fund 2718 to pump station maintenance.  
Riggott/Montstream  
Motion passed

Motion: To transfer \$24,046.12 from Fund 2718 to CIP Capital Purchases.  
Riggott/Montstream  
Motion passed

Motion: To transfer \$11,355.00 from Fund 2718 to CIP Mill Pond Generator.  
Riggott/Montstream  
Motion passed

**Motion:** To transfer \$4,390.00 from Fund 2718 to CIP Industrial Park Generator.  
Riggott/Montstream  
Motion passed

#### 2017 Meeting Calendar

**Motion:** To approve the meeting calendar as presented.  
Riggott/Montstream  
Motion passed

#### **XIV. Executive Session**

##### Delinquent Accounts

**Motion:** To enter into Executive Session at 8:15 p.m. to include the Superintendent, WPCA Attorney and Recording Secretary.  
Riggott/Montstream  
Motion passed

**Motion:** To come out of Executive Session at 8:30 p.m.  
Riggott/Montstream  
Motion passed

**Motion:** To direct the WPCA Attorney to take action on the properties discussed.  
Riggott/Montstream  
Motion passed

#### **XV. Adjournment**

**Motion:** To adjourn the meeting at 8:31p.m.  
Riggott/Montstream  
Motion passed

Respectfully submitted,

Laura Michael  
Recording Secretary