

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

Minutes of Meeting of July 29, 2020

Members Present: Paul Anderson, John Mazza and Jim Richards

Others Present: WPCA Superintendent E. Arthur Enderle III

The recording secretary was not present for the meeting. The minutes were transcribed from a recording.

Mr. Anderson explained that he received an email from Attorney Lanza that he would not be attending the meeting but would be available by phone if needed.

Time and Place

Paul Anderson, Chairman, called the meeting to order at 7:05 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 June 24, 2020

Motion: To accept the minutes of June 24, 2020.
Mazza/Richards
Motion carries

IV. Election of Officers

Motion: To keep the current slate of officers.
Mazza/Richards
Motion carries

V. Communications

Mr. Anderson had two items of communication. The first an email from L. Michael explaining that the ACI Auto Group public hearing could not be heard tonight. The second a notice from P&Z approving with conditions a five year extension for West River Farms special use permit to develop 69 lots.

Mr. Richards would like to include social media during communications. When the bills went out, there were some complaints on Facebook. Mr. Richards could understand some of them but the people don't understand what is done here and what the costs are. Mr. Richards would be glad to report on social media. Mr. Anderson explained that he gets phone calls and comments from people; some are about the bills.

Mr. Richards noticed on the miscellaneous revenue, that Skip's is the only septage hauler. Can it be opened up to others? Mr. Enderle explained that many go to Vernon because of the lower cost.

Mr. Enderle reported that collections are normal. People who typically pay are still paying. Mr. Richards felt that if a business closes, we will be the last to get paid. If it is noticed that business is down for a company, could the WPCA call to offer assistance? Mr. Enderle explained that we have a payment plan. Before anyone is sent to collections, we give them the ability to set up a time payment plan. We have a simple plan. They are allowed 12 months to pay off their balance. If they owe \$1200, they have to pay \$100 per month. The first time they miss a month, it goes to the marshal. Mr. Richards explained that these aren't normal times and there may be a need to reach out. Mr. Enderle explained that the WPCA bends over backwards to accommodate people. There will always be some people who don't pay.

VI. Visitors

There were no scheduled visitors.

VII. Public Participation

There was no public participation.

VIII. Receipt of Applications

COM2020-004, Bass Walter E Sr, 148 North Rd

Mr. Enderle explained that this is the convenience store/gas station. John Bass submitted an application and Mr. Enderle said that he would not hold them up. There was already a lateral for the property; they have connected, been inspected and paid the FCC in full.

Motion: To receive the application, COM2020-004 - Bass Walter E Sr, 148 North Rd.
Mazza/Richards
Motion carries

IX. Approval of Applications

Motion: To approve the application COM2020-004 - Bass Walter E Sr, 148 North Rd.
Mazza/Richards
Motion carries

Motion: To suspend the regular meeting for the purpose of holding the scheduled public hearing.
Mazza/Richards
Motion carries

X. Public Hearing

Mr. Anderson read the public hearing notice that was published in the *Journal Inquirer* on July 17, 2020. Mr. Anderson explained that the public hearing for ACI Auto Group would not be heard tonight.

Motion: To open the public hearing for Our Town Investments LLC, 38 Winton Rd and West River Farms LLC, 7 & 14 West River Rd.
Mazza/Richards
Motion carries

There was no one present for Our Town Investments LLC, 38 Winton Rd. Mr. Enderle explained that this is an existing single family and half of the FCC has been paid.

There was no one present for West River Farms LLC, 7 West River Rd. Mr. Enderle explained that this was a new single family and all of the FCC has been paid at the old rate of \$4,994.

There was no one present for West River Farms LLC, 14 West River Rd. Mr. Enderle explained that this was a new single family and all of the FCC has been paid at the old rate of \$4,994.

Motion: To close the public hearing for Our Town Investments LLC, 38 Winton Rd and West River Farms LLC, 7 & 14 West River Rd.
Mazza/Richards
Motion carries

Motion: To resume the regular meeting.
Mazza/Richards
Motion carries

XI. Action on Facility Connection Charges

Motion: To impose the Facility Connection Charges as published for Our Town Investments LLC, 38 Winton Rd and West River Farms LLC, 7 & 14 West River Rd.
Mazza/Richards
Motion carries

XII. Legal

This was not discussed.

XIII. Unfinished Business

a. Paving Contracts
Discussed during Superintendent's Report

b. IT Status
This was not discussed.

c. Benefit Assessment Policy
This was not discussed.

XIV. New Business

a. Bill Sheet Review
Mr. Enderle explained that invoices are still coming in for FY 2019-20 but he expects to come a little bit more than 5% under budget as Mr. Richards had hoped. Mr. Anderson asked about the CIP line. Mr. Enderle replied that this line is not part of the budget; it is funded through FCC money. Originally, they were going to pay for the North Rd manhole raising project out of FCC but it was paid for through CIP. That is why there is a deficit. Mr. Anderson stated that it looks good. Mr. Enderle pointed out that we have a history of coming in under budget. Mr. Mazza feels that this works in our favor; we are not putting ourselves in jeopardy of having to borrow money. Mr. Enderle stated that we are the anomaly because we don't have any debt. Mr. Richards hopes that we will be able to pass some of the savings on to the rate payers. Mr. Mazza feels they have made an effort to look out for the rate payer and have made every effort to keep the rate reasonable. The FY 2020-21 budget is 2% expended and 8% through the budget year.

b. Superintendent's Report
Mr. Enderle reported that there are a lot of projects going on. Mr. Enderle shared an email from Randy Robbins, Environmental Instrument Services.

Hello Art,

I would like to thank Ed, Steve Bednarz and Scott for their work this past week.

As you know, there was a communication loss from North Road Pump Station.

Due to efforts of those three, they were able to take a spare Red Lion Cell Router, talk with Verizon to get it registered and then work with

Scott remotely to follow his directions in getting the new unit programmed to use at North Road. Very impressive!!!!

North Road is once again back on line!

I know Art, you would agree that it is nice to have "on board staff" that you can count on for issues like this!!!

Thank you all!

Mr. Enderle stated that it is great to have a staff that is engaged.

The vacon has been on the road. Residents have come out and talked to the guys. They have explained that nothing is wrong; they are doing routine maintenance.

Mr. Richards asked about the paving contracts. There is a need to have a policy for paving in place out of concern for our users. Mr. Enderle reported that he had been working with Attorney Lanza around the time that Covid-19 hit. A letter had been drafted to send to the Town and Town Engineer Len Norton. Mr. Enderle asked for the okay to tell Attorney Lanza to send the letter. Mr. Anderson explained there is a need for specific language in the contract which will increase the cost of the contract. Mr. Richards stated that regardless of whether they change the contracts, the Town needs to be put on notice that the WPCA plans to bill the Town if

the manholes are paved over. Our users should not be paying for this. Mr. Mazza explained that this will eliminate the double shut down of the road.

There was a discussion regarding the FOG chart. Mr. Anderson explained that this form needs to be available electronically. Mr. Enderle explained that the State had every town/WPCA make their own form. Mr. Richards asked what this form was. Mr. Anderson explained that it is for fats, oils and grease. The form is used to record when something is done with the unit. It is required to keep the form on file for three years after the last date on the chart. Mr. Anderson reported that he created the form with the Town logo on it. People are being asked to do something without the materials available. Now it exists. Mr. Richards asked if the restaurants have the updated form. Mr. Enderle will put it on the website.

c. Transfers

No transfers were made.

XV. Adjournment

Motion: To adjourn the meeting.
Mazza/Richards
Motion carries

Respectfully submitted,

Laura Michael

Laura Michael
Recording Secretary