

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

**REGULAR MEETING
VIRTUAL MEETING
SOUTH WINDSOR TOWN HALL**

DRAFT MINUTES

**TUESDAY, JANUARY 5, 2021
7:00 P.M.**

Chairman Thomas Ruby called the Regular Meeting/Virtual Meeting to order at 7:00 p.m. and explained that the public is welcome to email comments to Wpcacomments@southwindsor-ct.gov or to call in through WEBEX at 855-925-2801; meeting code 6382.

A. Roll Call

Members Present: Carol Fletterick, Erik Dabrowski, Toby Lewis, Thomas Ruby, and Stephen Wagner

Members Absent: Steven King, Jr., and Ashwatha Narayana

Alternates Present: Vicki Paliulis (7:07 p.m.)

Alternates Absent: Shawn Jacobaccio

Staff Present: Tony Manfre, Superintendent of Pollution Control
Michael Lehmann, IT Technician/Webmaster

B. Acceptance of Minutes of Previous Meeting

1. December 1, 2020 Regular Meeting

Motion was made to approve the minutes of the December 1, 2020 Regular Meeting.

The motion was made by Mr. Toby Lewis and seconded by Mr. Erik Dabrowski.
The motion carried unanimously.

C. New Business

1. 818 Sullivan Avenue – Approval to Connect

Included with the Agenda packet was a narrative report for this project (see Exhibit A). Mr. Allan Borghesi, Engineer for this project was expected to attend this meeting, however, he was not in attendance to present the application. Mr. Tony Manfre briefly outlined the project and explained that this is a proposed 3,840 sf building to serve as a Valvoline oil change facility. They are proposing to have a containment area in the basement that will hold all the oil. The Valvoline facility will have three bays, 2 handicap toilet rooms, and a mop sink which will discharge to the sewer. The property was previously connected to the town's sanitary sewer system and therefore, the property sewer connection and assessment fees have been paid. Also, the water meter is going to stay the same, 1" water meter size. The project has received approval from the Planning and Zoning Commission.

Motion to approve the connection of 818 Sullivan Avenue subject to the following conditions:

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1. Technical approval of the Engineering Department;
2. The sewer line is installed in substantial conformance with the design plans;
3. The property sewer connection and assessment fees have been paid. Appropriate Capacity Charges shall be collected if the size or quantity of the water meter(s) is increased from the original buildings installation.

The motion was made by Mr. Toby Lewis and seconded by Mr. Erik Dabrowski.
The motion carried unanimously.

2. Budget Presentation

A draft copy of the Pollution Control Budget for FY 2021/2022 was included with the Agenda for review and discussion (see Exhibit B). Chairman Thomas Ruby explained that he's trying to maintain the residential sewer use charge at the same rate. Mr. Tony Manfre is working on the revenue of the budget and will have more information to report at the next WPCA meeting. Included with the budget is the "Budget Change Form FY 2021/2022" which gives a brief explanation on any changes on each account. Mr. Manfre did a brief overview of the budget and explained the changes on each account as follows:

Account 100 Salaries and Benefits: Mr. Manfre explained that the salaries and overtime reflect negotiated rates. The benefits reflects an estimated 3% increase. The Finance Department will provide a hard number in the coming months, said Mr. Manfre.

Account 200 Materials & Expenses:

- Line Item 221 Operating Supplies: Increased Mechanical Supplies (Item 221.17) by \$20,000 as the Treatment Plant was upgraded about 14 years ago; therefore, the aging equipment requires more maintenance.
- Gasoline and Diesel cost is an estimate. The Fleet Manager will provide a more accurate estimate in the near future.

Account 300 Contractual Services

- Line Item 360 Utilities: \$30,000 increase for anticipated electrical cost increases for the Treatment Plant. The Platt Hill solar field should be on-line in late summer/early fall.

Account 400 Capital Outlay:

- Line Item 430 Capital Equipment: Mr. Tony Manfre explained that the 2009 Ford Explorer is due for replacement. They can either replace this vehicle or add an additional vehicle to the fleet.
- UTV: Mr. Manfre explained that they need a Bobcat Tool Cat; one that accepts all Bobcat attachments.
- Portable CCTV: Mr. Manfre explained that they need to replace the existing camera with a fully enclosed system that can be moved from the existing camera van to a pickup truck or the Tool Cat. The existing camera is unreliable and limited.

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- 4” Godwin: this is redundant to the 6” in most applications. It is easier and faster to handle smaller hose.

Mr. Erik Dabrowski asked what’s wrong with the 2009 Ford Explorer; why does it need to be replaced. He also asked why a Bobcat is needed. Mr. Manfre responded that the Bobcat will allow for more capability when cleaning and inspecting sewer lines. Something that they can drive to a pump station with a snow blower on it and free up a plow truck our use to inspect the easements. As far as the Ford Explorer they don’t have any major issues with it but replacing it will be in line with the Fleet Managers recommendations. However, due to the current pandemic situation they are finding that some of the treatment plant staff are driving their own vehicles to the job sites to comply with the social distancing. It will be better to give an incentive to the staff, instead of buying a new vehicle, said Mr. Dabrowski.

Regarding the Uniforms and Clothing, Ms. Vicki Paliulis asked if the laundry service contract went up or is it that there are more employees. Mr. Manfre responded that they did have contractual changes; they did switch the contract and vendors. However, there wasn’t any increase in that account of the budget this year.

3. Revised Standard Operating Procedure for Sewer Use Collection

Included with the Agenda was a copy of the revised Standard Operating Procedure for Sewer Use Collection “SOP” (see Exhibit C). This SOP covers the billing process in conjunction with the Finance Department and the Collector of Revenue. TaxServ was acting on the sewer delinquent accounts, however, that contract has expired. It is the request of the Collector of Revenue to keep the billing and collection of the delinquent accounts in house. The SOP that is in place has been revised for that matter.

South Windsor Water Pollution Control Authority approves collection of delinquent sewer user charges under the procedures established by the Finance Department for the Collector of Revenue.

Motion was made by Mr. Stephen Wagner and seconded by Ms. Vicki Paliulis. The motion carried unanimously.

D. Communications and Reports

1. Superintendent Report

Included with the Agenda was a report from Mr. Tony Manfre, Superintendent of Pollution Control (see Exhibit D). Mr. Tony Manfre briefly discussed each item on his report. The Collector of Revenue reported that the commercial collection rate is at 99.2% and the residential collection rate is at 95.6%, said Mr. Manfre. Also, 633 liens were placed on properties.

Chairman Thomas Ruby asked about the commercial accounts collection rate. He asked what does it mean in terms of revenue compared to prior years in Mr. Manfre’s projections

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for this year. Mr. Manfre responded that this year is going to be difficult to project due to the pandemic situation. Chairman Ruby asked that if in fact the economy is slowing down and there's less use of water by the commercial accounts, does that have a direct impact on the revenue stream. Correct, responded Mr. Manfre and reported that he recently received the water records from the CT Water Company. Once he reviews the water usage for last year he'll be able to project for the upcoming year. There were no further questions.

E. Public Participation (Items not on the agenda)

None

F. Bills, Change Orders, Disbursements

None

G. Unfinished Business

None

H. Executive Session

None

I. Adjournment

Motion was made to adjourn the meeting at 7:33 p.m.

The motion was made by Mr. Toby Lewis and seconded by Mr. Erik Dabrowski.
The motion carried unanimously.

Respectfully submitted,

Ether Diaz, Recording Secretary