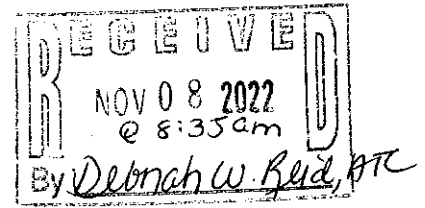


**WATER POLLUTION CONTROL AUTHORITY
TOWN OF SOUTH WINDSOR**



**REGULAR MEETING
SOUTH WINDSOR TOWN HALL
SPRENKEL ROOM**

**DRAFT MINUTES
NOVEMBER 2, 2022 AT 7:00 PM**

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A. Roll Call

Members Present: Stephen Wagner, Joseph Botti, Toby Lewis, James Murray, and Bala Ramasamy

Members Absent: Michael Lyon

Alternates Present: David Basile

Alternates Absent: Vicki Paliulis

Staff Present: Ether Diaz, Recording Secretary
Jeff LeMay, Plant Supervisor
Tony Manfre, Superintendent of Pollution Control
Vincent Stetson, Director of Public Works

Others Present: Steven King, Jr., Council Liaison

B. Acceptance of Minutes of Previous Meetings

1. October 4, 2022 Regular Meeting

Motion to accept the minutes of the October 4, 2022 Regular Meeting as presented.

The motion was made by Mr. David Basile and seconded by Mr. Joseph Botti. Mr. James Murray abstained. The motion passed.

C. New Business

1. WPCA Calendar for 2023 (Review and Approve)

With the Agenda, a copy of the WPCA 2023 Meeting Calendar was included for review and approval (see Exhibit A). Following the WPCA Rules and Regulations there is no meeting scheduled in July and August and the November regular meeting will be on the first Wednesday of the month.

Motion to approve the presented WPCA meeting calendar for 2023.

The motion was made by Mr. Joseph Botti and seconded by Mr. Bala Ramasamy. The motion carried unanimously.

D. Communications and Reports

1. Superintendent Report

Included with the Agenda was a copy of the Superintendent's report (see Exhibit B). Mr. Tony Manfre presented his report. With regards to the collection of sewer user fees and delinquent accounts, Mr. Manfre reported that the Collector of Revenue continues to receive payments on past due accounts; \$53,568 in delinquent revenue has

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been collected since August 2022. The Demand/Intent to Lien Notices will be mailed November 4th for the 2023 Grand List. Liens will be placed on or about December 1, 2022, shortly after delinquent collections will occur. Also, the Commercial Sewer Collection Rate for the 2022 Grand List is 99.38% and the outstanding balance is \$10,584. The Residential Sewer Collection Rate is 79.09% and the outstanding balance is \$95,568.

At the last WPCA meeting a request was made for Mr. Manfre to find out if the Collector of Revenue is following the Standard of Operating Procedures (SOP) that are in place for giving delinquent accounts to Constables for collection. Yes, said Mr. Manfre, and explained that the Collector of Revenue continues to follow the SOP that is in place. However, last November the Constables agreed to an electronic payment method of which they were responsible for setting up. This payment method was supposed to be implemented as of July 2022. They've been some push backs with the Constables on this and they are now working with the Town Manager's office and the Collector of Revenue to try to get this straighten out. So far this has only effected tax warrants as sewer warrants will be going out in December, said Mr. Manfre. What's the push back in regards to the Constables not accepting the electronic payment method, asked Councilor Steven King, Jr. Mr. Manfre responded that to his knowledge is just a matter of setting up the accounts with the bank and being able to accept electronic payments.

2. Odor Control Improvement Update

Chairman Stephen Wagner expressed that this evening he was riding his bike along Main Street and noticed a bad odor. He asked what the cause of that was. Mr. Jeff Lemay, Plant Supervisor explained that the odor came from the sludge storage area. The current process is that when loading the trucks they turn the mixers on and as soon as the last truck is done for the day the mixers get turned off. However, the odor this time was due to leaving one of the mixers on after loading the trucks. Having the mixers on releases more hydrogen sulfite going into the bio filter which is not capable of handling those kind of loads.

Mr. Manfre explained that the Vapex pilot unit is expected to be in place by the end of January; the electrical supply is being run to the site. On the gravity thickeners they are looking at two small carbon units one for each thickeners. There is an agreement in place for the Pure Air system that is being installed on the gravity thickeners. Mr. Manfre also reported that he obtained a pricing for carbon on the sludge storage tanks as well so that they can compare, analyze and move forward with the best product.

E. Public Participation (Items not on the agenda)

None

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F. Bills, Change Orders, Disbursements

1. Refund of Excess Payments (Decision)

Included with the Agenda was a request from the Tax Office for three refunds in the amount of \$224.97 for overpaid sewer user fees (see Exhibit C).

Motion to approve the request to refund 3 sewer accounts totaling \$224.97.

The motion was made by Mr. Toby Lewis and seconded by Mr. James Murray.
The motion carried unanimously.

G. Unfinished Business

None

H. Executive Session

None

I. Adjournment

Motion to adjourn the meeting at 7:28 p.m.

The motion was made by Mr. Toby Lewis and seconded by Mr. David Basile.
The motion carried unanimously.

Respectfully Submitted,

Ether Diaz
Recording Secretary

Memorandum

TO: Water Pollution Control Authority
Bonnie Armstrong, Town Clerk

FROM:  Ether Diaz, WPCA Recording Secretary

RE: WPCA Meetings Schedule for Calendar Year 2023

DATE: October 24, 2022

The following schedule lists the regular meetings of the Water Pollution Control Authority for calendar year 2023. The April 4th meeting is scheduled to be held at the South Windsor Treatment Plant, 1 Vibert Road; all other meetings are scheduled in the Town Hall at 7:00 p.m.

January 3, Madden Room
February 7, Madden Room
March 7, Madden Room
April 4, Treatment Plant, 1 Vibert Road
May 2, Madden Room
June 6, Madden Room
July - no meeting
August - no meeting
September 5, Madden Room
October 3, Madden Room
Wednesday, November 8, Sprenkel Room
December 5, Madden Room

WPCA COMMUNICATIONS AND REPORTS

November 2, 2022

The following is a monthly report from the Superintendent of Pollution Control as an appendix to the Water Pollution Control Authority meeting.

General Information

Carrol Fletterick

On September 13, 2022 Carrol Fletterick submitted her resignation from the Water Pollution Control Authority, serving nearly 35 years from her original appointment on November 1, 1987. As part of the Authority, Carrol contributed to countless pump station upgrades and a major treatment plant upgrade which was completed in 2012. She was also an active participant of the WPCA's executive board serving as Secretary for many of her 35 years. Carrol's stewardship of the sanitary sewer system has played a large role in minimizing pollutants entering South Windsor's waterways. Her commitment and dedication to environmental sustainability and the Town of South Windsor will be missed.

Covid-SARS Wastewater Surveillance

The Connecticut Department of Public Health (DPH) is part of the National Waste Water Surveillance System (NWWS), a sentinel system that gauges the spread of Covid-19, and possibly the early detection of other viruses such as polio, in our communities. Through a coordinated effort with DPH, the South Windsor Health Department, and the South Windsor Pollution Control Division we have partnered with Biobot Analytics who is a CDC contractor performing the testing of wastewater samples. The information will be entered into a database and shared with the public as part of the Hartford County Covid-19 metrics.

LED Lighting Project

The LED lighting project at the treatment plant is moving forward. I am working with the Planning Department to ensure the new fixtures will be Dark Sky compliant. Upgrading the fixtures will not only reduce the facilities electrical consumption but will improve safety for the staff.

Treatment Plant and Collection Systems

Treatment Plant

Process

TREATMENT PLANT	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	AVERAGE
AVG FLOW (MGD)	2.93	2.67	2.51	2.63	3.07	3.30	3.12	2.55	2.39	2.10	2.06	2.20	2.63
BOD REMOVAL	98.5%	98.5%	98.7%	98.8%	98.7%	98.6%	98.1%	98.9%	99.0%	98.7%	98.4%	98.0%	98.6%
TSS REMOVAL	98.9%	98.8%	99.0%	99.2%	99.0%	98.9%	97.9%	99.0%	99.1%	99.0%	99.1%	98.0%	98.8%
NITROGEN LBS. (106 LBS. LIMIT)	85	113	115	95	87	86	96	84	95	100	85	94	95
NITROGEN mg/L	3.8	4.2	4.1	4.2	3.5	3.5	3.7	3.9	4.7	5.5	4.9	4.9	4.2

Maintenance

- Performed semiannual exercise and greasing of all sluice gates.
- Performed semiannual anoxic mixer maintenance.
- Performed hot water cleaning of primary sludge and gravity thickener to sludge storage lines, as well as snaking out primary scum hoppers.
- Completed installation of aeration basin DO probes and controllers.
- Removed grit from headworks influent and bypass channels as well as inspecting bypass grinder and bar screen.
- Shut down UV system for the season, removed wipers, cleaned banks and channel.
- Performed preventative maintenance and repair on snow blowers and plows in preparation for winter weather.
- Repaired rotting Bilco doors at Secondary Clarifier 1/2 Gallery.
- Cleaned and inspected Sludge Storage tank 1 in preparation for floor epoxy coating work.

Collection System

COLLECTION SYSTEM	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	TOTAL FT
CCTV (FEET)	2,080	2,000	1,200	2,642	1,950	8,538	4,681	0	3,033	5,129	3,695	2,282	37,230
Contracted CCTV	12,783	0	0	0	0	0	0	0	0	0	0	0	12,783
CLEANING (FEET)	2,700	4,100	4,000	1,363	1,550	3,677	1,500	1,739	4,413	7,047	6,275	4,883	43,247

- Worked with Electrical Contractors Inc for Automatic Transfer Switch testing at pump stations.
- Ran new conduit and wiring for backup floats at Rye St Pump station to allow for easier maintenance in the future.
- Repaired rotting boot on combination truck snorkel for vac system.



- Continued with cross country sewer line cleaning.

Emergency Call Outs

EMERGENCY CALL OUTS	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	TOTAL
TREATMENT PLANT	2	0	0	0	1	3	0	2	3	2	2	1	16
PUMP STATIONS	0	1	2	2	0	3	0	2	1	5	2	2	20
SEWER BLOCKAGES	0	0	0	1	0	0	0	0	1	0	0	0	2
CALL BEFORE YOU DIG	1	0	0	0	0	0	0	0	1	0	1	0	3
ODOR COMPLAINT	0	1	1	1	2	2	7	5	8	1	0	3	31

Capital Improvement Project Updates

Clark Street, Benedict Drive, Pleasant Valley Pump Station Upgrades

- Arcadis has submitted the 95% design drawings for staff review.

Next Steps:

- Submit design to DEEP for review and approval (min. 90-day review).
- WPCA and Town Council Resolution to enter into CWF agreement
- Bid project.

Aeration Weir Gate Improvements

The WPCA approved transferring \$750,000 from FY21/22 CIP (Phase IV Part 1 Sewer System Improvements) to complete critical improvements to the aeration basin weir gates. An additional \$50,000 was approved with the FY22/23 CIP budget.

- Met with project engineer to review the project for design and bid.

American Rescue Plan Act (ARPA) Funded Projects

Phase IV Sewer System Improvements

This project has been approved utilizing American Rescue Plan Act funds. The budget for this project is \$1,100,000.

- The pipe lining and manhole rehabilitation are complete with the exception of sealing 6 manholes and sealing 4 laterals.
- Substantial completing must be met by November 16th.

UV Disinfection Upgrade

This project has been approved utilizing American Rescue Plan Act funds. The original budget for this project was \$1,300,000. In February 2022 the Authority approved transferring \$120,000 from this project to the Clark Street Bypass Valve project.

Nothing new to report.

Clark Street Bypass Valve

This project has been approved utilizing American Rescue Plan Act funds. The original budget for this project was \$100,000. In February 2022 the Authority approved transferring \$120,000 from the UV Disinfection Upgrade project to the Clark Street Bypass Valve project.

- The contractor is in possession of all of the materials and ready to begin the installation of the buried 16" force main valve and 20' of force main pipe.
- Tentative start date is the second week of November.

Collection of Sewer User Fees and Delinquent Accounts

To be reported during the meeting.

Respectfully submitted by: Tony Manfre, Superintendent of Pollution Control

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SWCT

Exhibit C

JENNIFER R. HILINSKI SHIRLEY, CCMC, CCMO
COLLECTOR OF REVENUE

MEMO

DATE: October 27, 2022
FROM: Carlene Andrulat
TO: Ether Diaz
SUBJECT: Refund Batch #7 for WPCA – November 2, 2022 Agenda
CC: Michael Maniscalco, Town Manager
Patricia Perry, Director of Finance
OF PAGES: 2

Please note that messages to and from the Town of South Windsor may be subject to public release in accordance with applicable laws.

I respectfully request the Water Pollution Control Authority's consideration and approval of 3 refunds totaling \$224.97, as noted on the attached report. All refund requests received by October 14, 2022 are included.

Collector of Revenue

FY 22-23 Refund Batch 7 for WPCA

November 2, 2022 Meeting

Name	Bill	Prop Loc/Vehicle Info.
ARCELL STEVEN A &	2023-06-0046083	204 KEBALO LANE
RON MATANA	2021-06-0044542	28 WAPPING AVENUE
TEFFT DIANA	2023-06-0039073	320 DIANE DRIVE

Reason	Over Paid
Sec. 12-129 Refund of Excess Payments.	(27.00)
Sec. 12-129 Refund of Excess Payments.	(27.97)
Sec. 12-129 Refund of Excess Payments.	(170.00)
Total of 3 refunds	(224.97)

Drafted by: *Carlene Andrulat* Date: 10/27/22

Revenue Clerk
Carlene Andrulat

Approved by: *Jennifer R. Hilinski-Shirley* Date: 27 Oct 2022
Jennifer R. Hilinski-Shirley
Collector of Revenue