

**MEMBERS OF THE WPCA THAT ARE UNABLE TO ATTEND THIS MEETING,  
PLEASE CALL ETHER DIAZ, 644-2511, EXT. 243, ON OR BEFORE 4:30 P.M. ON THE  
DAY OF THE MEETING**

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

REGULAR MEETING  
SPRENKEL ROOM

**AGENDA**

7:00 P.M.  
JULY 7, 2015

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A. ROLL CALL

B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS

1. June 2, 2015 – Public Hearing
2. June 2, 2015 - Regular Meeting
3. June 8, 2015 – Special Meeting

C. NEW BUSINESS

1. Cross Fit Brick Yard, 1315 John Fitch Blvd. – (Approval to Discharge)
2. Adopt proposed changes to the South Windsor Water Pollution Control Rules and Regulations, Section 1 (“Definitions”) and Section 16 (“Sewer Use Charges and the Collection Thereof”); and sewer user charge discount rates for qualified income residents for fiscal year 2015-2016.

D. COMMUNICATIONS AND REPORTS

1. Secondary Clarifier Improvements

E. PUBLIC PARTICIPATION (Items not on the agenda)

F. BILLS, CHANGE ORDERS, DISBURSEMENTS

G. UNFINISHED BUSINESS

1. 487 Foster Street – Sewer Assessment (Discussion/Approval)
2. Sewer Assessment Policy (Discussion)
3. List of Uncollected Sewer User Charges (Discussion)
4. Unbilled Accounts (Discussion)

H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS

I. ADJOURNMENT

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**A. ROLL CALL**

**Members Present:** Donald Antaya, Robert Dickinson, Carol Fletterick and Ed Havens, Jr.

**Members Absent:** Richard Aries, Vicki Paliulis and William Vees

**Alternates Present:** M. Atif Quraishi sitting in for Mr. Richard Aries

**Alternates Absent:** Richard Siedman

**Staff Present:** C. Fred Shaw, Superintendent of Pollution Control  
Ether A. Diaz, Recording Secretary

**Others Present:** Gerald Matyschsyk, Applicant  
Councilor Andrew Paterna

Mr. Ed Havens, Jr. called the meeting to order at 7:00 p.m. The following actions were taken during the July 7, 2015 Regular Meeting of the Water Pollution Control Authority (WPCA).

Mr. M. Atif Quraishi was appointed to sit in for Mr. Richard Aries.

**B. ACCEPTANCE OF MINUTES OF PREVIOUS MEETINGS**

**1. June 2, 2015 – Public Hearing**

Motion was made to accept the minutes of the June 2, 2015 WPCA public hearing as presented.

Motion was made by Mr. Donald Antaya and seconded by Ms. Carol Fletterick. The motion carried unanimously

**2. June 2, 2015 – Regular Meeting**

A couple of minor grammatical corrections were made to the minutes of the June 2, 2015 Regular Meeting.

Motion was made to accept the minutes of the June 2, 2015 WPCA regular meeting as amended.

Motion was made by Mr. Donald Antaya and seconded by Ms. Carol Fletterick. The motion carried unanimously.

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3. June 8, 2015 – Special Meeting

A couple of minor grammatical corrections were made to the minutes of the June 8, 2015 Special Meeting.

Motion was made to accept the minutes of the June 8, 2015 WPCA Special meeting as amended.

Motion was made by Mr. Donald Antaya and seconded by Ms. Carol Fletterick. The motion carried unanimously.

**C. NEW BUSINESS**

1. Cross Fit Brick Yard, 1315 John Fitch Blvd. – (Approval to Discharge)

Mr. Fred Shaw reported that this application is for a change in the nature of the business discharge. This is the former Hi-G building located at 85 Nutmeg Road South, South Windsor, CT. There is an existing sewer line connection to a monitoring manhole; however, the sewer connection is not shown on plans presented. There is no industrial process at this facility at the present time.

Mr. Gerald Matyschsyk, Applicant explained that he will operate a personal training facility in approximately 16,000 square ft of the existing facility at 85 Nutmeg Road South, South Windsor, CT. This application is for a change in use. There will be no food serving at this location.

Motion was made to approve the application as presented for the use to operate a personal training facility at 85 Nutmeg Road South, South Windsor, CT and as more specifically shown on plans entitled “Site Plan, Prepared for Crossfit Brickyard, 1325 John Fitch Boulevard, South Windsor, Connecticut”; Prepared by Isherwood Civil Engineering, South Windsor, CT; Project No: 1084, Dated: April 24, 2015, Sheet C-1.

The motion was made by Ms. Carol Fletterick and seconded by Mr. Robert Dickinson. The motion carried unanimously.

2. Adopt proposed changes to the South Windsor Water Pollution Control Rules and Regulations, Section 1 (“Definitions”) and Section 16 (“Sewer Use Charges and the Collection Thereof”); and sewer user charge discount rates for qualified income residents for fiscal year 2015-2016.

Mr. Fred Shaw explained that applications for the Elderly and Totally Disabled Program were received and processed by the Department of Human Services staff, which then forwarded the information to the Tax Assessors Office; there were 234 applicants who are eligible for this program; and of that number, 206 were sewer users who qualified for the sewer user charge discount program.

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Motion was made to accept the proposed changes to the South Windsor Water Pollution Control Rules and Regulations, Section 1 (“Definitions”)- and Section 16 (“Sewer Use Charges and the Collection Thereof”); and approve the sewer user charge discount rates for qualified income residents for fiscal year 2015-2016 as presented in the Public Hearing this evening.

The motion was made by Mr. Robert Dickinson and seconded by Ms. Carol Fletterick. The motion carried unanimously.

**D. COMMUNICATIONS AND REPORTS**

**1. Secondary Clarifier Improvements**

Mr. Fred Shaw reported that the contractor has submitted his shop drawings; the Town’s Consulting Engineer has reviewed the drawings. The project is on schedule.

Mr. Shaw reported on a different subject matter. He explained that Frontier Communication, formerly known as ATT placed a copper grounding rod servicing a pole and that this rod had penetrated the Avery Street sanitary sewer main; also that said pole has been positioned against the sewer main. Mr. Shaw sent a Notice of Violation to respond within 10 days, in writing explaining the corrective actions that they will be taking. However, they have not responded yet.

The Town will repave Avery Street and the Town Engineering Department staff has looked at a solution; they are looking to redirect the sewer around this area rather than redoing the alignment of the said pole, as there is another pipe down stream that was also in need of repair.

**E. PUBLIC PARTICIPATION (Items not on the agenda)**

Councilor Andrew Paterna was in attendance this evening only as an observer.

**F. BILLS, CHANGE ORDERS, DISBURSEMENTS**

None

**G. UNFINISHED BUSINESS**

**1. 487 Foster Street – Sewer Assessment (Discussion/Approval)**

Mr. Fred Shaw explained that the current property owner has paid the sewer assessment fee that was discussed; however, this matter will be settled once the Town Attorney submits to the Town a written document stating the property owner agrees to waive his right to a public hearing to establish the sewer assessment.

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2. Sewer Assessment Policy (Discussion)

There was nothing to report on this matter.

3. List of Uncollected Sewer User Charges (Discussion)

Mr. Fred Shaw explained that at the previous meeting he reported about the rate of uncollected sewer user charge. There is an accumulation of 15 years in fees which represents a little over 400 users according to the Tax Office; and most of them are within the last 6 or 7 years totaling \$826,664 of uncollected charges. Mr. Shaw distributed a copy of the Memorandum from the Collection of Revenue (see Exhibit A summarizing the current procedure for collecting delinquent user charges. Mr. Shaw reported that he contacted Town Constables, Joan Walsh and Sandy Jeski. Ms. Walsh will put in writing to the WPCA the information that she recently relayed to Mr. Shaw over the phone; Mr. Shaw is waiting for a call back from Ms. Jeski. More information will be provided at a later time.

4. Unbilled Accounts (Discussion)

Mr. Shaw explained that at the previous meeting he reported that there are six residential properties and one commercial property that were connected to the sanitary sewer but were not added to the billing list. Mr. Shaw contacted the property owners in writing to arrange for a repayment schedule of the unbilled sewer user charges. Mr. Shaw received a phone call from the commercial property owner and three of the six residential properties owners to arrange for repayment. Mr. Shaw will continue to up-date members of the Authority on this matter.

**H. MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PENDING CLAIMS**

None

**I. ADJOURNMENT**

Motion was made to adjourn the meeting at 7:25 p.m.

The motion was made by Mr. Ed Havens, Jr.  
The motion was seconded by Mr. Donald Antaya  
The motion carried unanimously

Respectfully Submitted,

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Ether A. Diaz  
Recording Secretary

## MEMORANDUM

TO Fred Shaw and the WPCA  
Liaison of the Town Council

FROM Bonnie Rabin, Collector of Revenue

DATE: July 7, 2015

RE: Procedure for collecting delinquent use charges

Sewer bills go out in October of each year and are due 30 days later on November 1<sup>st</sup>. When we haven't received payment in the latter part of November the Tax office sends out a delinquent statement the beginning of September. Again a notice is sent this time including a statement that the property will be lien if payment is not paid by whatever date we have applied in the notice.

This year we have given the Constables 60 delinquent sewer account each for payment. We have received several payments in full, have had banks pay the constables, or the homeowner is making partial payments. There are many other accounts to deal with but they can handle only so many at one time. As some get paid, we replace those with new ones.

Finally, if no payoff is received we lien the property.

The two Constables are Joan Walsh at 860-644-6000 and Sandy Jeski 860-436-5914