

RCVD 01/04/2021 @
8:35 AM KALDING
COST

MEMBERS OF THE WPCA THAT ARE UNABLE TO ATTEND THIS MEETING, PLEASE CALL
ETHER DIAZ, (860) 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
VIRTUAL MEETING
SOUTH WINDSOR TOWN HALL**

REVISED AGENDA

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

This meeting can be viewed on Cox Channel 16 or Channel 6082 if your provider is Frontier and will be live streamed on the Town's website at <http://gmedia.swagit.com/live>.

**WEBEX Conference Call-In Number: 855-925-2801
Meeting Code: 6382**

Public is welcome to email comments to Wpcacomments@southwindsor-ct.gov or to call in through the above referenced WEBEX call.

A. Roll Call

B. Acceptance of Minutes of Previous Meeting

1. December 1, 2020 Regular Meeting

C. New Business

1. 818 Sullivan Avenue – Approval to Connect
2. Budget Presentation
3. Revised Standard Operating Procedure for Sewer Use Collection

D. Communications and Reports

1. Superintendent Report

E. Public Participation (Items not on the agenda)

F. Bills, Change Orders, Disbursements

G. Unfinished Business

H. Executive Session

I. Adjournment

rwd 03/11/2021 @
4:05 PM
K. O. G. Assl

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

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

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 Wpcacomment@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

December 22, 2020

WPCA

Town of South Windsor

1540 Sullivan Avenue

South Windsor, Connecticut 06074

This is a narrative of the Valvoline building we are constructing, and connecting the building sewer to the sewer system of South Windsor. The building is a 3,837 square foot free standing building used as an oil change facility (Valvoline) with three (3) bays. For water consumption, the building has two (2) handicap toilet rooms, one (1) water bubbler, and a mop sink. No other water discharge will go to the sewer.

To estimate the volume of water discharge, we referred to another three (3) bay Valvoline on New Britain Avenue and are attaching the water bills for that facility for your reference. The only water entering the sewer will be sanitary water from the above fixtures (sanitary discharge). The meter size is one inch (1"). The anticipated water discharge is fifty-eight (58)± gallons/day. If you have any questions please feel free to contact me.

Respectfully submitted,
Borghesi Building & Engineering Company, Inc.

Allan Borghesi
Chairman

*Please help me establish if there
is an up Front Cost*
Allan

**PUBLIC WORKS
POLLUTION CONTROL**

**FISCAL YEAR
2021/2022**

**ACCOUNT NO.
3252**

Exhibit B

	FY1920 ACTUAL	FY2021 APPROVED	FY2122 PROPOSED	DELTA FROM LAST YEAR	% CHANGE
110 Full-time Salaries	\$ 1,042,904	\$ 1,081,700	\$ 1,097,549	\$ 15,849	1.4%
111 Overtime	\$ 94,868	\$ 114,472	\$ 116,856	\$ 2,384	2.0%
112 Longevity	\$ 700	\$ 700	\$ 700	\$ -	0.0%
113 Part-time Salaries	\$ -	\$ -	\$ -	\$ -	0.0%
130 Employee Benefits	\$ 446,365	\$ 522,872	\$ 538,558	\$ 15,686	2.9%
Subtotal:	\$ 1,584,837	\$ 1,719,744	\$ 1,753,663	\$ 33,919	1.9%
200 Materials & Expenses					
210 Office Supplies	\$ 2,290	\$ 2,000	\$ 2,000	\$ -	0.0%
221 Operating Materials	\$ 141,733	\$ 118,950	\$ 138,950	\$ 20,000	14.4%
222 Motor Vehicle Supplies	\$ 8,344	\$ 24,100	\$ 25,213	\$ 1,113	4.4%
223 Uniforms & Clothing	\$ 9,925	\$ 15,750	\$ 15,750	\$ -	0.0%
232 Equipment Repair	\$ 85,642	\$ 115,000	\$ 115,000	\$ -	0.0%
Subtotal:	\$ 247,934	\$ 275,800	\$ 296,913	\$ 21,113	7.1%
300 Contractual Services					
310 Advertising	\$ -	\$ -	\$ -	\$ -	0.0%
320 Professional	\$ 159,296	\$ 160,100	\$ 164,100	\$ 4,000	2.4%
330 Rentals & Leases	\$ 25,003	\$ 33,400	\$ 33,400	\$ -	0.0%
360 Utilities	\$ 286,055	\$ 456,000	\$ 486,000	\$ 30,000	6.2%
371 Maintenance Contracts	\$ 538,621	\$ 674,300	\$ 673,300	\$ (1,000)	-0.1%
373 Repair Maintenance Equip.	\$ 25,815	\$ 32,300	\$ 32,300	\$ -	0.0%
374 Fees & Memberships	\$ 1,560	\$ 1,900	\$ 2,150	\$ 250	11.6%
375 Recruitment & Training	\$ 10,125	\$ 23,750	\$ 23,750	\$ -	0.0%
390 Other Purchase Services	\$ 262,369	\$ 326,000	\$ 326,000	\$ -	0.0%
393 Internal Service Charge	\$ 45,000	\$ 45,000	\$ 45,000	\$ -	0.0%
Subtotal:	\$ 1,353,844	\$ 1,752,750	\$ 1,786,000	\$ 33,250	1.9%
400 Capital Outlay					
430 Capital Projects	\$ 47,064	\$ 168,000	\$ 40,000	\$ (128,000)	-320.0%
441 Office Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
442 Department Equipment	\$ 59,485	\$ 76,500	\$ 280,000	\$ 203,500	72.7%
Subtotal:	\$ 106,549	\$ 244,500	\$ 320,000	\$ 75,500	23.6%
Department Total:	\$ 3,293,164	\$ 3,992,794	\$ 4,156,575	\$ 163,781	3.9%

PUBLIC WORKS
POLLUTION CONTROL

FISCAL YEAR 2021/2022

ACCOUNT NO.
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
100 PERSONNEL SERVICES		\$ 1,753,663	\$ 1,719,743
110 FULL TIME SALARIES	ANNUAL		
	SUPERINTENDENT*	\$ 93,840	\$ 92,000
	PLANT SUPERVISOR	\$ 102,000	\$ 100,000
*SALARY IS 80% FUNDED BY WPCA	FACILITIES MECHANIC	\$ 85,638	\$ 85,280
**SALARY IS 25% FUNDED BY WPCA	LEAD OPERATOR W/O CERT	\$ 85,638	\$ 85,280
	LEAD OPERATOR W/O CERT	\$ 85,638	\$ 85,280
	OPERATOR 3 STEP 3	\$ 79,310	\$ 78,979
	OPERATOR 3 STEP 3	\$ 79,310	\$ 78,979
CONTRACTUAL	OPERATOR 3 STEP 3	\$ 79,310	\$ 78,979
SALARY INCREASES:	OPERATOR 3 STEP 3	\$ 79,310	\$ 78,979
CSEA UNION 2.35%	OPERATOR 3 STEP 3	\$ 79,310	\$ 78,205
AFSME UNION 2.25%	OPERATOR 3 STEP 2	\$ 78,533	\$ 77,423
MANAGEMENT 2.00%	OPERATOR 3 STEP 1	\$ 77,747	\$ 70,703
	LABORTORY ANALYST	\$ 79,310	\$ 78,979
	ADMINISTRATIVE SECRETARY**	\$ 12,658	\$ 12,633
	Salary Total	1,097,549	\$ 1,081,700
111 OVERTIME			
SCHEDULED OVERTIME:			
SATURDAYS (52 DAYS)			
# OF HRS # OF STAFF WAGE x 1.5			
2 2 \$ 61.76	SATURDAY OVERTIME	\$ 12,846	\$ 12,551
	SUNDAY OVERTIME	\$ 17,128	\$ 16,734
SUNDAYS (52) AND HOLIDAYS (13)			
# OF HRS # OF STAFF WAGE x 2			
2 2 \$ 82.34	HOLIDAY OVERTIME	\$ 4,282	\$ 4,184
	SCHEDULED OT TOTAL	\$ 34,255	\$ 33,469
UNSCHEDULED OVERTIME:			
ALARMS/YR 100	ALARMS	\$ 57,640.67	\$ 56,317.21
LINE BLOCKAGES/YR 2	LINE BLOCKAGES	\$ 1,152.81	\$ 1,126.34
PLANT/PS REPAIR (HRS.) 75	REPAIRS	\$ 10,807.63	\$ 10,559.48
# OF HRS # OF STAFF WAGE x 1.75			
4 2 \$ 72.05	UNSCHEDULED OT TOTAL	\$ 69,601	\$ 68,003
STAND BY COMP:	STAND BY COMPENSATION	\$ 13,000	\$ 13,000
WKS/YR COST/WK.	TOTAL	\$ 13,000	\$ 13,000
52 \$ 250			
112 LONGEVITY			
	LONGEVITY PAYMENT	700	700
	TOTAL	\$ 700	\$ 700

PUBLIC WORKS
POLLUTION CONTROL

FISCAL YEAR 2021/2022

ACCOUNT NO.
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
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114 TEMPORARY HELP

TEMPORARY/SEASONAL HELP	\$	-	\$	-
TOTAL	\$	-	\$	-

130 EMPLOYEE BENEFITS

FICA	\$	93,783	\$	91,051
BC/BS	\$	213,629	\$	207,407
DEARBORN LIFE	\$	8,543	\$	8,294
LTD	\$	1,584	\$	1,538
STD	\$	228	\$	221
W/C	\$	38,487	\$	37,366
ICMA	\$	59,128	\$	57,406
LAB CERTIFICATION	\$	1,545	\$	1,500
AETNA PENSION	\$	114,319	\$	110,989
CDL LICENSE	\$	2,575	\$	2,500
STATE LICENSES	\$	4,738	\$	4,600
TOTAL	\$	538,558	\$	522,872

**PUBLIC WORKS
POLLUTION CONTROL**

**FICAL YEAR
2021/2022**

**ACCOUNT NO.
3252**

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
200 MATERIALS AND SUPPLIES		\$ 296,913	\$ 275,913
210 OFFICE SUPPLIES			
PAPER, PENS, FAX, AND PRINTER	SUPPLIES	\$ 2,000	\$ 2,000
CARTRIDGES			
	TOTAL	\$ 2,000	\$ 2,000
221 OPERATING SUPPLIES			
221.1 PLANT SUPPLIES		\$ 1,000	\$ 1,000
221.2 PUBLICATIONS		\$ 1,000	\$ 1,000
221.3 SHOP SUPPLIES		\$ 4,000	\$ 4,000
221.4 SIGNS		\$ 1,200	\$ 1,200
221.5 EMERGENCY		\$ 1,500	\$ 1,500
221.6 CUSTODIAL SUPPLIES		\$ 3,500	\$ 3,500
221.7 LINE CLEANING SUPPLIES		\$ 15,000	\$ 15,000
221.8 SAFETY SUPPLIES		\$ 4,000	\$ 4,000
221.9 CHEMICALS		\$ 22,000	\$ 22,000
221.10 BUILDING SUPPLIES		\$ 1,750	\$ 1,750
221.11 PLUMBING SUPPLIES		\$ 2,000	\$ 2,000
221.12 LABORATORY SUPPLIES		\$ 18,500	\$ 18,500
221.13 HARDWARE SUPPLIES		\$ 3,500	\$ 3,500
221.14 SLUDGE DISPOSAL		\$ 2,500	\$ 2,500
221.15 LUBRICANTS		\$ 2,500	\$ 2,500
221.16 ELECTRICAL SUPPLIES		\$ 5,000	\$ 5,000
221.17 MECHANICAL SUPPLIES		\$ 50,000	\$ 30,000
	TOTAL	\$ 138,950	\$ 118,950
222 MOTOR VEHICLE SUPPLIES	USE (GAL.)		
ASSUMPTIONS:	FUEL: Diesel Generators - Pump Stations	600	\$ 1,800
GASOLINE \$ 2.50	80SW - 2009 Ford Explorer	350	\$ 875
DIESEL \$ 3.00	81SW - 2017 Ford F-250	350	\$ 875
	82SW - 2014 Ford E-350 Cam. Tr.	500	\$ 1,250
	83SW - 2019 F550 Utility Truck	775	\$ 1,938
	84SW - 1995 Ford LN9000 Vac Tr.	775	\$ 2,325
	86SW - 2008 Combination Truck	1500	\$ 4,500
	87SW - 2014 Ford F-350 Utility Tr.	300	\$ 750
	Pumps/Misc Equipment	100	\$ 250
	TOTAL	\$ 14,563	\$ 13,450
REPAIR PARTS:	Portable Equipment	\$ 1,200	\$ 1,200
	1995 - 84SW Ford LN9000 Vacuum Truck	\$ 1,500	\$ 1,500
	2008 - 86SW Combination Truck	\$ 4,500	\$ 4,500
	2009 - 80SW Ford Explorer	\$ 1,200	\$ 1,200
	2014 - 82SW Ford E-350 Camera Truck	\$ 750	\$ 750
	2014 - 87SW Ford F-350 Utility Truck	\$ 500	\$ 500
	2017 - 81SW Ford F-250	\$ 500	\$ 500
	2019 - 83SW F450 Utility Truck	\$ 500	\$ 500
	TOTAL	\$ 10,650	\$ 10,650

PUBLIC WORKS
POLLUTION CONTROL

FICAL YEAR
2021/2022

ACCOUNT NO.
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
223 UNIFORMS			
	UNIFORM RENTAL	\$ 7,500	\$ 7,500
	SAFETY SHOES	\$ 3,250	\$ 3,250
	REPLACEMENT CLOTHING	\$ 5,000	\$ 5,000
		TOTAL	\$ 15,750
			\$ 15,750
232 EQUIPMENT REPAIR			
	PLANT EQUIPMENT	\$ 75,000	\$ 75,000
	PUMP STATION EQUIPMENT	\$ 40,000	\$ 40,000
		TOTAL	\$ 115,000
			\$ 115,000

PUBLIC WORKS		FISCAL YEAR	ACCOUNT NO.
POLLUTION CONTROL		2021/2022	3252
CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
300 - CONTRACTUAL SERVICES		\$ 1,786,000	\$ 1,752,750
310 ADVERTISING/PRINTING			
	ADVERTISING	\$ -	\$ -
		TOTAL \$	\$
320 PROFESSIONAL			
320.1 JobCal Support		\$ 500	\$ 500
320.2 Rockwell Support		\$ 1,000	\$ 1,000
320.3 Debt Mgt.		\$ 2,000	\$ 2,000
320.4 Water Consumption Reports		\$ 1,200	\$ 1,200
320.5 Insurance Premiums		\$ 142,000	\$ 138,000
320.6 NPDES Compliance Testing		\$ 14,000	\$ 14,000
320.7 NPDES PERMIT		\$ 2,400	\$ 2,400
320.8 Drug Testing and Innoculations		\$ 1,000	\$ 1,000
		TOTAL \$ 166,600	\$ 166,600
330 RENTAL & LEASES			
330.1 Communications		\$ 22,000	\$ 22,000
330.2 2 Way Radio		\$ 2,000	\$ 2,000
330.3 GPS Rental		\$ 2,100	\$ 2,100
330.4 SCADA Line Equipment Rental		\$ 3,300	\$ 3,300
330.5 Security System		\$ 2,000	\$ 2,000
330.6 Copier		\$ 2,000	\$ 2,000
		TOTAL \$ 36,400	\$ 36,400
360 UTILITIES			
360.1 ELECTRICAL USE:			
	TREATMENT PLANT	\$ 350,000	\$ 320,000
	PUMP STATIONS:		
	Avery	\$ 3,000	\$ 3,000
	Barrington	\$ 2,500	\$ 2,500
	Benedict	\$ 22,000	\$ 22,000
	Clark	\$ 35,000	\$ 35,000
	Ellington	\$ 2,900	\$ 2,900
	Pleasant Valley	\$ 8,500	\$ 8,500
	Quarry Brook	\$ 3,100	\$ 3,100
	Route 5	\$ 2,600	\$ 2,600
	Rye	\$ 3,000	\$ 3,000
	Scantic I	\$ 1,700	\$ 1,700
	Scantic II	\$ 3,100	\$ 3,100
HEATING FUEL COST	360.2 HEATING FUEL 15,000/YR	\$ 37,500	\$ 37,500
\$2.50	360.3 TELEPHONE LAND LINES	\$ 3,000	\$ 3,000
	360.4 WATER SERVICE:		
	TREATMENT PLANT	\$ 7,500	\$ 7,500
	CLARK ST PS	\$ 600	\$ 600
		TOTAL \$ 486,000	\$ 486,000

**PUBLIC WORKS
POLLUTION CONTROL**

**FISCAL YEAR
2021/2022**

**ACCOUNT NO.
3252**

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
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371 MAINTENANCE CONTRACTS

371.1 Treatment Plant Pest Control	\$ 7,000	\$ 3,500
371.2 Container Rental Grit/Trash Collection	\$ 28,000	\$ 18,000
371.3 Sludge Transportation and Disposal	\$ 360,000	\$ 360,000
371.4 Custodial Building Maintenance	\$ 18,000	\$ 18,000
371.5 Grounds Maintenance	\$ 15,000	\$ 13,000
371.6 Stormwater Inspection and Testing	\$ 3,000	\$ 3,000
371.7 Power Center and ATS Service Contract	\$ 6,000	\$ 15,000
371.8 Plant/PS Generator Load Test/Adjustment	\$ 5,500	\$ 10,000
371.9 SCADA Maintenance	\$ 20,000	\$ 20,000
371.10 Fire Alarm System Maintenance	\$ 6,000	\$ 4,000
372.11 HACH Analyzer Maintenance	\$ 7,000	\$ 7,000
372.12 HVAC Control System Service Contract	\$ 2,800	\$ 2,800
372.13 HVAC Mechanical System Maintenance	\$ 45,000	\$ 45,000
372.14 Controls/PLC Service Contract	\$ 5,000	\$ 5,000
372.15 Easement Vegetation Management	\$ 45,000	\$ 50,000
372.16 Sewer Line Inspection	\$ 100,000	\$ 100,000

TOTAL	\$ 673,300	\$ 674,300
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373 REPAIR MAINTENANCE EQUIP.

Service calls	\$ 6,000	\$ 6,000
Hoist Certification	\$ 4,000	\$ 4,000
Fire Extinguisher Testing	\$ 1,200	\$ 1,200
Fall Protection Certification	\$ 2,800	\$ 2,800
Backflow Preventer Certifications	\$ 800	\$ 800
Boiler Certifications	\$ 3,000	\$ 3,000
Machining	\$ 10,000	\$ 10,000
Flow Meter Calibrations	\$ 1,500	\$ 1,500
Equipment Calibrations/Certifications	\$ 3,000	\$ 3,000

TOTAL	\$ 32,300	\$ 32,300
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374 FEES & MEMBERSHIPS

Water Environment Federation	\$ 1,650	\$ 1,650
C.W.P.A.A.	\$ 500	\$ 250

TOTAL	\$ 2,150	\$ 1,900
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375 RECRUITMENT & TRAINING

Training materials and conferences	\$ 18,000	\$ 18,000
DEEP Licensing Exams	\$ 750	\$ 750
NASSCO	\$ 2,500	\$ 2,500
Safety and Compliance Training	\$ 2,500	\$ 2,500

TOTAL	\$ 23,750	\$ 23,750
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PUBLIC WORKS
POLLUTION CONTROL

FISCAL YEAR
2021/2022

ACCOUNT NO.
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
390 OTHER PURCHASE SERVICES			
SANITARY SEWER SERVICES:			
Vernon (469 Units)		\$ 260,000	\$ 260,000
MDC		\$ 14,000	\$ 14,000
Manchester (85 units)		\$ 52,000	\$ 52,000
		TOTAL \$ 326,000	\$ 326,000
393 INTERNAL SERVICE CHARGE			
ENGINEERING/COLLECTOR OF REV.		\$ 45,000	\$ 45,000
		TOTAL \$ 45,000	\$ 45,000

PUBLIC WORKS
POLLUTION CONTROL

FISCAL YEAR
2021/2022

ACCOUNT NO.
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
400 CAPITAL OUTLAY		\$ 320,000	\$ 244,500
430 CAPITAL PROJECTS			
	Odor Control System	\$ 30,000	
	Security System Panel	\$ 5,000	
	Sludge Storage Floor Repair	\$ 5,000	
	TOTAL	\$ 40,000	\$ 168,000
441 OFFICE EQUIPMENT		\$ -	
	TOTAL	\$ -	\$ -
442 DEPARTMENT EQUIPMENT			
	Truck 80 Replacement	\$ 35,000	
	UTV	\$ 60,000	
	Portable CCTV System	\$ 115,000	
	4" Godwin Pump	\$ 55,000	
	Crane Replacement-Truck 87	\$ 15,000	
	TOTAL	\$ 280,000	\$ 76,500

DEBT SERVICE/CIP/RESERVE TOTAL \$ 1,500,353

DEBT SERVICE - PRINCIPAL AND INTEREST

PROJECT NAME	COST	FY21 BUDGET
1 TOWN OF VERNON UPGRADE	\$ 93,771	\$ 82,686
SUBTOTAL	\$ 93,771	\$ 82,686
2 STATE GRANT UV SYSTEM (FINAL PAY. 7/1/21)		
PRINCIPAL	\$ 46,576	\$ 46,576
INTEREST	\$ 1,537	\$ 1,537
SUBTOTAL	\$ 48,113	\$ 48,113
3 PLEASANT VALLEY PS UPGRADE (FINAL PAY. 2026)		
PRINCIPAL	\$ 21,728	\$ 21,728
INTEREST	\$ 2,503	\$ 2,503
SUBTOTAL	\$ 24,231	\$ 24,231
4 SUBMERSIBLE PS UPGRADE (FINAL PAY. 2027)		
PRINCIPAL	\$ 82,611	\$ 82,611
INTEREST	\$ 11,692	\$ 11,692
SUBTOTAL	\$ 94,303	\$ 94,303
5 DRY PIT PS UPGRADE (FINAL PAY. 2028)		
PRINCIPAL	\$ 100,000	\$ 100,000
INTEREST	\$ 39,935	\$ 39,935
SUBTOTAL	\$ 139,935	\$ 139,935
TOTAL DEBT SERVICE	\$ 400,353	\$ 389,268

CAPITAL IMPROVEMENT PROJECTS

PROJECT LOCATION	PROJECT NAME	COST	FY21 BUDGET
TREATMENT PLANT	Chapel Rd Phase 2B	\$ 1,000,000	
COLLECTION SYSTEM	I/I REMOVAL AND MH REHAB.	\$ 100,000	
	CIP TOTAL	\$ 1,100,000	\$ 1,005,000

RESERVE FUND CONTRIBUTION

FUND NAME	COST	FY21 BUDGET
OPERATING RESERVE (FUND BALANCE)	\$ -	\$ -
REPLACEMENT RESERVE (CAPITAL PROJECTS)	\$ -	\$ -
RESERVE TOTAL	\$ -	\$ -

BUDGET CHANGE FORM FY 2021/2022
WATER POLLUTION CONTROL OPERATING BUDGET

ACCOUNT NUMBER	EXPLANATION OF CHANGE	BUDGET IMPACT
110 - SALARIES	SALARY INCREASES	\$ 15,849
111 - OVERTIME	SALARY INCREASES	\$ 2,384
130 - BENEFITS	ESTIMATED INCREASE IN EMPLOYEE BENEFITS	\$ 15,686
210 - OFFICE SUPPLIES		\$ -
221 - OP. MATERIALS	INCREASED MECHANICAL SUPPLY LINE ITEM	\$ 20,000
222 - VEHICLE SUPPLY	ESTIMATED INCREASE IN GAS/DIESEL FUEL COSTS	\$ 1,113
223 - UNIFORMS		\$ -
232 - EQUIP. REPAIR		\$ -
320 - PROFESSIONAL	ESTIMATED BUILDING INSURANCE COSTS	\$ 4,000
330 - RENTALS/LEASES		\$ -
360 - UTILITIES	ESTIMATED INCREASE IN ENERGY COSTS DUE TO DELAY IN SOLAR PROJECT	\$ 30,000
371 - MAINT. CONTRACTS	CONTRACTUAL CHANGES	\$ (1,000)
373 - REPAIR MAINT.		\$ -
374 - MEMBERSHIPS		\$ 250
375 - TRAINING		\$ -
390 - OTHER PURCH.		\$ -
393 - INT. SERVICES		\$ -
430 - CAPITAL PROJ.	SMALLER PROJECTS ARE PLANNED	\$ (128,000)
441 - OFFICE EQUIP.		\$ -
442 - DEPART. EQUIP.	SEWER INSPECTION EQUIPMENT AND VEHICLE REPLACEMENT	\$ 203,500
TOTAL		\$ 163,781

<i>South Windsor Finance Department</i>	<i>Division/Function</i>	<i>SOP#</i>	
	<i>Collector of Revenue</i>	Revision # 6	
		Implementation Date January 2017	
Page #	1 of 3	Last Reviewed/Update Date 12/29/2020	
SOP Owner		Approval	

Standard Operating Procedure - Sewer User Charge Billing and Collection Procedures

1. Purpose

To provide procedures for the timely billing of sewer charges associated fees, and the collection of delinquent accounts.

2. Scope

These procedures establish a schedule for billing sewer users, sending delinquency notices, the issuance of warrants to Town Constables for collection services, and coordination with a of a procedure which includes the use of State Marshal for the collection of aged delinquent accounts. These procedures also establish procedures for collection reports for administrative management and reporting activities to boards and commissions, and the public.

3. Responsibilities

The sewer billing list shall be maintained and updated by the Pollution Control Pollution Control Department, and shall be provided annually to the Finance Department for billing purposes.

The Pollution Control Department reviews and approves the sewer billing list and provides a report to the South Windsor Water Pollution Control Authority.

The Director of Finance, working through the Collector of Revenue, shall be responsible for the annual preparation and mailing of all sewer user charges, mailing of delinquency notices, demands, issuance of warrants, and coordination with Town Constables for collection services. The Finance Department shall also track and report on collection activities.

Town Constables shall be assigned warrants for and should be responsible for collection of residential delinquent accounts owing only the current bill. Constables will be afforded sixty (60) days to collect on delinquent accounts.

Those delinquent residential accounts which have outstanding balances from prior years will be referred to a State Marshal after the Collector of Revenue has exhausted their collection tools, i.e. demand notice, lien notice, and notifying lien holders if applicable.

The collection of delinquent commercial/industrial accounts will be handled utilizing the same procedure as delinquent residential sewer accounts.

4. Procedure

The residential user charges are billed once each year with an October 1 due date. Commercial and industrial user charges are billed once each year with an April 1 due date.

- ❖ Pollution Control Pollution Control Department provides updated residential billing list to Finance Department/Collector of Revenue by August 1 of each year, and the updated commercial/industrial billing list by March 15 of each year. The Superintendent of Pollution Control shall provide a billing report to the Water Pollution Control Authority.
- ❖ The Finance Department/Collector of Revenue shall confirm updated owners name and addresses, prepare and mail bills at least one week before bill due date.
- ❖ The Finance Department/Collector of Revenue shall process payments, send collection letters, and track and report mailing results. The Department shall review and complete address research on return mail.
- ❖ The Finance Department/Collector of Revenue shall issue warrants and assign delinquent accounts to the Town Constables or State Marshal for collection for those not responsive to previous collection activities.
- ❖ WPCA sets rates and approves schedule for those residents eligible for Elderly Homeowners and Totally Disabled Person Tax Relief Program annually by June 30.
- ❖ The schedule for the above listed billing and collection activities shall be as follows:

a. Residential

- i. Drain layer permits are reviewed/printed by Pollution Control the Pollution Control Department by July 31 to identify new properties that need to be included in the forthcoming billing.

- ii. By August 15, Pollution Control will review the list to ensure any out of town property [Exhibit A] is updated with the correct owner of record, as property transfers that occur outside of the Town are not part of the Assessor/Collector update.
- iii. First Week of August the Collector of Revenue will complete the QDS transmittal for review by Pollution Control. Upon approval, the Collector of Revenue will submit to QDS.
- iv. The first week of September Pollution Control will verify the billing list, including those that are eligible for relief based on the Elderly Homeowners and Totally Disabled Person Tax Relief Program.
- v. Pollution Control will prepare and file legal notices per statute, providing a copy to the Collector of Revenue.
- vi. The Collector of Revenue will work with the Assessor's office to update ownership prior to QDS obtaining file, this task will be completed the second Thursday of the September.
- vii. Pollution Control will review and approve format of proofs
- viii. Finance Department/Collector of Revenue prepares and sends initial bill by September 20 with October 1 due date.
- ix. Finance Department/Collector of Revenue shall issue a demand/intent to lien notice by December 1 to delinquent accounts granting a final opportunity to become current or setup a payment plan prior to liens being placed and account escalated to a collection status.
- x. Finance Department/Collector of Revenue shall attach liens to delinquent accounts by January 1
- xi. Finance Department/Collector of Revenue issues warrants and assigns unresponsive accounts to Town Constables or Marshalls for collection activities by January 15
- xii. Constables will have **60 days** within which to collect the outstanding charges or to establish a repayment program, after which time the warrants will expire and those remaining delinquent accounts will be returned to the Collector of Revenue for review. If there is a lien holder they will be contacted to alert of the delinquency and lien on the property. Should the lien holder fail to remit payment an Alias Tax Warrant will be issued to a State Marshal.
- xiii. The Collector of Revenue will adjust bills per WPCA approval.

- xiv. The Collector of Revenue will work with the Assessor throughout the billing cycle to update billing for those accounts, which are no longer eligible for the abatement of sewer fees.

b. Commercial

- i. Pollution Control verifies billing list by March 15.
- ii. The Collector of Revenue will complete the QDS transmittal by February 15 for review by Pollution Control. Upon approval, the Collector of Revenue will submit to QDS.
- iii. The Collector of Revenue will work with the Assessor's office during the month of March to update ownership prior to QDS obtaining file.
- iv. Pollution Control will review and approve format of proofs.
- v. QDS prepares and sends initial bill by March 20 with April 1 due date.
- vi. Finance Department/Collector of Revenue sends notice of delinquency, demand/intent to lien by June 1
- vii. Finance Department/Collector of Revenue shall attach liens to delinquent accounts by July 1
- viii. Finance Department/Collector of Revenue issues warrants and assigns unresponsive accounts to Town Constables or State Marshal for collection activities by August 15.
- ix. Constables will have **60 days** within which to collect the outstanding charges or to establish a repayment program, after which time the warrants will expire and those remaining delinquent accounts will be returned to the Collector of Revenue for review. If there is a lien holder they will be contacted to alert of the delinquency and lien on the property. Should the lien holder fail to remit payment an Alias Tax Warrant will be issued to a State Marshal.
- x. The Collector of Revenue will adjust bills per WPCA Approval.

5. References

State of Connecticut General Statutes 12-130, 12-155 and 12-162.

6. Definitions

Alias Tax Warrant – Provides a State Marshall or Constable the same authority as the Tax Collector concerning the collection of taxes or sewer fee. The State Marshall or Constable charge the taxpayer for collection of the taxes.

Demand Letter - This legal instrument informs the taxpayer of the legal action that may be taken to collect the delinquent tax or sewer fee.

WPCA COMMUNICATIONS AND REPORTS

January 5, 2021

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

General Information

Revised Sewer Use Collection Standard Operating Procedure (SOP)

At the December 1, 2020 WPCA it was reported that the three year contract with TaxServ had concluded requiring a revision to the Standard Operating Procedure that was developed in January 2017. Please find the revised SOP attached to this report.

Ethics and Freedom of Information Training

On December 17, 2020 the Town Attorney hosted an Ethics and Freedom of Information training session for Board and Commission members. Please find attached the Town's Ethic's Policy. An electronic copy of the presentation was sent to the Authority members.

Platt Hill Solar Project

Upon review of the Platt Hill solar project in Winchester, CT the CT Siting Council asked LodeStar to provide additional engineering around storm water protection and resubmit the project. The additional engineering has been complete and the project is anticipated to be resubmitted in January. Approval is expected to take up to three months. Once the project is approved and constructed 1/3 of the power generated has been reserved for the wastewater treatment plant. We are expecting to see these energy credits this summer.

Treatment Plant and Collection Systems

Treatment Plant

Process

TREATMENT PLANT	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	AVERAGE
AVG FLOW (MGD)	2.93	2.84	2.82	2.74	2.93	2.70	2.19	2.10	2.04	1.85	1.92	2.13	2.43
BOD REMOVAL	98.0%	99.0%	99.0%	99.0%	97.0%	98.0%	99.0%	98.8%	99.1%	98.8%	98.0%	98.6%	98.6%
TSS REMOVAL	99.0%	99.0%	99.0%	99.0%	98.0%	98.0%	99.0%	98.9%	99.0%	98.6%	98.0%	98.7%	98.8%
NITROGEN LBS. (106 LBS. LIMIT)	103	104	87	96	126	108	82	95	84	80	87	85	95

Maintenance

- Replacement of failed drive motor for Secondary Clarifier 2
- Installation of second sump pump in control building basement
- Repair of failed inlet plug valve in Gravity Thickener Gallery
- Complete rebuild of Plant Water Pump 2
- Successful completion of first quarterly audit for Enel X Demand Response Program. Outside of normal work hours we were able to put the Treatment Plant on generator power within half an hour of dispatch. Our performance during these events has a direct impact on how much revenue we receive for being part of this program.
- Operators created a system to use hot water in the Gravity Thickener gallery to remove grease from pumps and pipes

Collection System

COLLECTION SYSTEM	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	TOTAL FT
CCTV (FEET)								23,128	23,724	58,045	9,992		114,889
Contracted CCTV								0	0	13,744	17,617	20,392	51,753
CLEANING (FEET)								27,458	25,301	65,099	28,250		146,108

- Worked with Inland Waters to clean cross country sewer lines on Chapel Rd in preparation for CIPP pipe lining project
- Began Infrared Thermography testing of pump station motors
- Replacement of failed hoses and fittings on coolant system of Clark St. Pump Station Generator
- Degreased and Degrittied Quarry Brook Pump Station wet well
- Degreased Benedict Drive Pump Station wet well

Capital Improvement Project Updates

Quality Based Selection for Engineering Services – Pump Station Upgrades

- The Engineering Agreement for \$650,000 has been approved by DEEP on December 2, 2020.
- The agreement for engineering services was executed December 21, 2020 with Arcadis US, Inc.
- Notice to Proceed was issued for January 4, 2021.

Next Steps:

- *Engineer to perform CEPA Permit Review*
- *Project design phase (est. 36 weeks).*
- *Submit design to DEEP for review and approval (min. 90 day review).*

Chapel Road Phase 2

- Lining has been delayed by two weeks due to Covid and weather delays.
- Work is scheduled to begin January 4th and be completed February 3rd.

Collection of Sewer User Fees and Delinquent Accounts

TaxServ Collection Report

Please see attached report.

Collector of Revenue Report

To be provided at the meeting.

Respectfully submitted by: Tony Manfre, Superintendent of Pollution Control



TAXSERV CAPITAL SERVICES, LLC

MUNICIPAL TAX SERVICES

21 Oak Street, Suite 301

Hartford, CT 06106

TELEPHONE (860) 724-9100 ♦ FACSIMILE (860) 727-1080

E-MAIL: taxserv@taxserv.com

Monthly Collections Report for November 2020

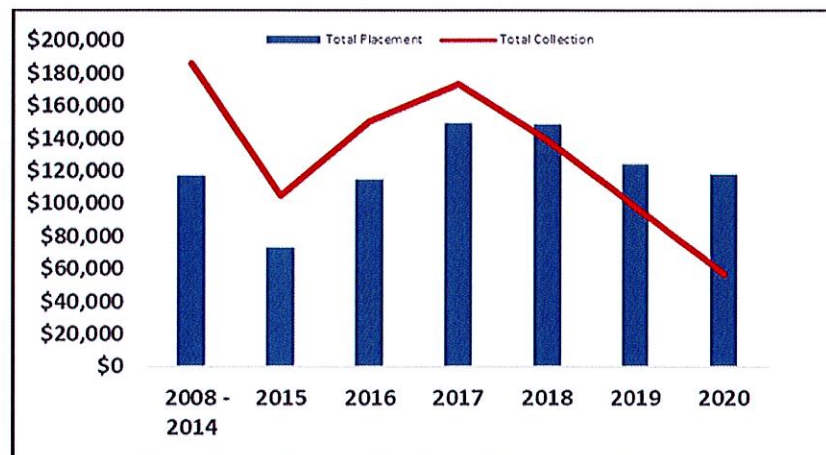
The following is the collection report for November 2020 for TaxServ Capital Services, LLC ("TaxServ") placed accounts. Should you have any questions, please contact Maria Thomas at (561) 799-9626 Ext 303, mthomas@taxserv.com

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	\$10,577.89	\$3,450.34	\$652.55	\$14,680.78	\$2,165.90	\$16,846.68
TaxServ	\$1,143.32	\$672.72	\$72.00	\$1,888.04	\$272.37	\$2,160.41
Grand Total	\$11,721.21	\$4,123.06	\$724.55	\$16,568.82	\$2,438.27	\$19,007.09

Total Bills Placed and Collected

GL Year	Initial Principal Balance	Placement Date	Principal Collection Total	Coll Rate	Current Principal Due	Total Collection Total (Prin, Int, Costs)	Current Balance Due (Prin, Int, Costs)
2008 - 2014	\$117,495.88	May-17	\$90,057.97	76.65%	\$22,012.41	\$185,673.73	\$52,913.59
2015	\$72,955.78	May-17	\$62,906.58	86.23%	\$11,644.74	\$104,909.13	\$24,947.71
2016	\$114,760.65	May-17	\$99,910.58	87.06%	\$15,372.44	\$150,452.35	\$30,299.60
2017	\$149,664.43	May-17	\$129,533.88	86.55%	\$20,440.34	\$173,405.49	\$36,452.08
2018	\$148,629.66	Feb-18	\$108,455.45	72.97%	\$42,281.14	\$138,789.23	\$68,528.00
2019	\$124,074.28	Apr-19	\$75,559.62	60.90%	\$58,496.88	\$97,726.57	\$84,023.46
2020	\$117,923.11	Apr-20	\$48,624.17	41.23%	\$83,802.87	\$57,036.38	\$106,718.47
Total	\$845,503.79		\$615,048.25	72.74%	\$254,050.82	\$907,992.88	\$403,882.91

Total Bills Placed and Collected Since Placement



Summary of total number of attempts to collect for both Outstanding and Redeemed Accounts. Please see Schedule B for complete detail.

Description	November 2020 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	6	1,960	6
Redeemed	1	2,022	4
Grand Total	7	3,982	5