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Deborah W. Reid, 1755+

MEMBERS OF THE WPCA THAT ARE UNABLE TO ATTEND THIS MEETING, PLEASE CALL
ETHER DIAZ, (860) 644-2511, EXT. 2243, ON OR BEFORE 4:30 P.M. ON THE DAY OF THE
MEETING

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

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

AGENDA

**TUESDAY, JANUARY 4, 2022
7:00 P.M.**

A. Roll Call

B. Acceptance of Minutes of Previous Meetings

1. November 3, 2021 Public Hearing & Regular Meeting

C. New Business

1. Election of Officers
2. Set time and date for Public Hearing for the revision of Sections 17 and 18 of the WPCA Rules and Regulations
3. Miscellaneous Industrial User Fee (Decision)
 - i. \$100 Application Fee
 - ii. \$100 Annual Renewal Fee
4. Fiscal Year 2022/2023 Budget Calendar

D. Communications and Reports

1. Superintendent Report

E. Public Participation (Items not on the agenda)

F. Bills, Change Orders, Disbursements

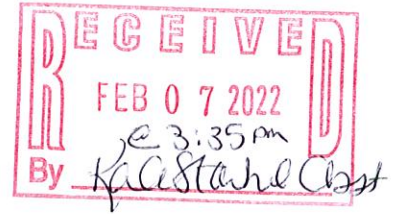
1. Refund of Excess Payments (Decision)

G. Unfinished Business

H. Executive Session

I. Adjournment

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



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

**MINUTES
JANUARY 4, 2022 AT 7:00 PM
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REGULAR MEETING

Vice-Chairman Stephen Wagner called the Water Pollution Control Authority (WPCA) Regular Meeting to order at 7:00 p.m. The following actions were taken during the January 4, 2022 Regular Meeting.

A. Roll Call

Members Present: Stephen Wagner, Joseph Botti, Carol Fletterick, Toby Lewis, Michael Lyon, James Murray, and Bala Ramasamy

Members Absent:

Alternates Present: David Basile

Alternates Absent: Vicki Paliulis

Staff Present: Ether Diaz, Recording Secretary
Tony Manfre, Superintendent of Pollution Control

Others Present: Steven King, Jr., Council Liaison

Two new members have been appointed to the WPCA; Mr. David Basile and Mr. James Murray. Vice-Chairman Wagner asked everyone in the room to briefly introduce themselves.

B. Acceptance of Minutes of Previous Meetings

1. November 3, 2021, Regular Meeting

Motion to accept the minutes of the November 3, 2021 Regular Meeting as presented.

The motion was made by Toby Lewis and seconded by Mr. Michael Lyon.
The motion carried unanimously.

C. New Business

1. Election of Officers

The Authority moved to elect the offices of Chairperson, Vice Chairperson, and Secretary. The following members were nominated as follows:

Motion was made to nominate Mr. Toby Lewis as Chairman of the WPCA.

**WATER POLLUTION CONTROL AUTHORITY
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The motion was made by Mr. Michael Lyon and seconded by Mr. Bala Ramasamy

Motion was made to nominate Mr. Stephen Wagner as Chairman of the WPCA.

The motion was made by Ms. Carol Fletterick and seconded by Mr. Joseph Botti.

The nominations were taken from the floor with a ballot vote. The votes were as follows: Tied; three votes for Mr. Toby Lewis and three votes for Mr. Stephen Wagner as Chairperson.

Motion was made to take a second vote for the Chairman position

The motion was made by Mr. Toby Lewis and seconded by Mr. Michael Lyon.
The motion carried unanimously.

The vote was as follows: 3 votes for Toby Lewis and 3 votes for Stephen Wagner.
Vice-Chairman Wagner moved the election of officers until next month.

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

2. Set time and date for Public Hearing for the revision of Sections 17 and 18 of the WPCA Rules and Regulations

Mr. Manfre explained that the Miscellaneous Industrial User (MIU) permit process was handled by the State Department of Energy and Environmental Protection (DEEP). However, DEEP transferred their permitting responsibility on the small industrial users on to municipalities to maintain the permitting process. A subcommittee was formed by the WPCA to examine the framework for the permitting process of the MIU. A policy was created for this purpose and approved by the WPCA. However, it was agreed to include this policy in the Rules and Regulations as Section 17. In order to include the policy in the regulations, a public hearing is needed. A public hearing for this matter was scheduled for December 2021, however, it was cancelled.

Motion to reschedule the Public Hearing on February 1, 2022 at the South Windsor Town Hall at 7:00 pm.

The motion was made by Mr. Michael Lyon and seconded by Mr. Toby Lewis. The motion carried unanimously.

**WATER POLLUTION CONTROL AUTHORITY
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3. Miscellaneous Industrial User Fee (Decision)

- i. \$100 Application Fee
- ii. \$100 Annual Renewal Fee

Mr. Tony Manfre explained that the WPCA conducted a public hearing to establish a \$100 Miscellaneous Industrial Permit application fee and a \$100 annual renewal fee. The WPCA was scheduled to vote on the fee in December 2021, however, the meeting was cancelled.

Motion to approve a \$100 application fee and a \$100 annual renewal fee for Miscellaneous Industrial Users.

The motion was made by Ms. Carol Fletterick and seconded by Mr. Lyon.

Mr. James Murray asked how much are surrounding towns charging for the permit. Mr. Manfre responded that it ranges between \$0 to \$500 for the application and annual renewal fees.

The motion carried unanimously.

4. Fiscal Year 2022/2023 Budget Calendar

Included with the Agenda was the Budget Calendar and a draft copy of the Pollution Control Budget for FY 2022/2023 for review and discussion (see Exhibit A and B). The proposed budget provides the elements of an operation and maintenance budget, debt service and capital projects. Mr. Manfre explained that this is a preliminary operation maintenance budget; he is working on the revenue of the budget and will have more information to report at the next WPCA meeting. Mr. Wagner expressed that in the past the Authority discussed and had some controversy on the various categories of sewer user fees. For example, he explained that the condominiums are each charged the same sewer fee as a single family house (\$415) regardless of the size of the house, or how many people live in it. The industrial and commercial users are charged based on the total amount of water used and there's a minimum use of \$415. However, the residential rental apartment buildings are treated same as commercial users. They are charged based on the total flow of water used in the development. Mr. Wagner explained that some members have advocated to charge apartments same as condominiums, per unit; however, other members didn't liked the idea. There's been discussion on charging based on the number of bedrooms in the house, said Mr. Wagner. However, the trouble is that it's complicated and it turns out that most of the expenses involved are related to the maintenance of the town's sanitary sewer system and not related with the amount of water that is used. Mr. Wagner proposed adding an item on the next WPCA Agenda to discuss the sewer user fees structure.

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Mr. Bala Ramasamy asked with the ARPA funding that the WPC received is included in the proposed budget. Mr. Manfre responded that is going to indirectly affect the budget as it should keep the sewer user fees down from what's been projected.

D. Communications and Reports

1. Superintendent Report

Included with the Agenda was a report from Mr. Tony Manfre, Superintendent of Pollution Control (see Exhibit C). Mr. Manfre briefly discussed each item on his report. Vice-Chairman Wagner gave a quick update on the virtual net metering projects. He explained that he received an email from Jaime Smith of Lodestar Energy dated December 29, 2021 (see Exhibit D). Lodestar Energy energized the Platt Hill Road Solar Project in Winchester on December 28, 2021. This is the Town's third virtual net metering solar project. The sewer plant will be allocated 1/3 of the credits from this 3 megawatt project. Eversource will credit the sewer plant the retail rate for 1/3 of the electricity generated by the plant. We then pay 80% of that credit to Lodestar to cover their financing, operating costs and profit. The remaining 20% will save the sewer plant an estimated \$500,000 over the 20-year life of the contract. The Town's other two virtual net metering projects benefit the schools and several municipal buildings.

There was no further discussion on the Superintendent Report.

E. Public Participation (Items not on the agenda)

None

F. Bills, Change Orders, Disbursements

1. Refund of Excess Payments (Decision)

Included with the Agenda was a request from the Tax Office for seven refunds for overpaid sewer user fees (see Exhibit E).

Motion to approve 7 refunds of overpaid sewer use payments as presented.

G. Unfinished Business

None

H. Executive Session

Motion to go into Executive Session to discuss the Benedict Drive pump station litigation.

The motion was made by Mr. Toby Lewis and seconded by Mr. Michael Lyon. The motion carried unanimously.

**WATER POLLUTION CONTROL AUTHORITY
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Vice-Chairman Wagner called the Executive Session at 7:43 pm. The following members were in attendance: Stephen Wagner, Carol Fletterick, Toby Lewis, Michael Lyon, Bala Ramasamy, David Basile, and James Murray. Mr. Manfre was also present for that session.

Motion to reconvene the regular meeting at 8:08 p.m.

The motion was made by Mr. Toby Lewis and seconded by Mr. Bala Ramasamy.
The motion carried unanimously.

I. Adjournment

Motion to adjourn at 8:08 p.m.

The motion was made by Mr. Toby Lewis and seconded by Ms. Carol Fletterick.
The motion carried unanimously.

Respectfully Submitted,

Ether Diaz, Recording Secretary

Fiscal Year 2022/2023

Budget Schedule

January 4, 2022

January

- Initial draft Operation and Maintenance (O+M) budget
- Capital Improvement Projects (CIP) budget
- Debt Service budget

February

- Revised O+M budget
- Revised CIP budget
- Revised Debt Service Budget
- Projected Revenues

March

- Revised O+M budget
- Revised CIP budget
- Revised Debt Service Budget
- Revised Revenues budget
- Projected User rate and sewer fees
- Discount program presentation

April

- Finalized draft budget
- Public Hearing is set:
 - User Fee
 - Sewer Rates
 - Discount Program
 - Budget

May

- Public Hearing is held

June

- Budget, rates and discount program approval vote

**PUBLIC WORKS
POLLUTION CONTROL**

**FISCAL YEAR
2022/2023**

Exhibit B

**ACCOUNT NO.
3252**

| | FY 22/23 Proposed | FY21/22 Approved | Expended (12-27-21) | % USED |
|-------------------------------------|----------------------|---------------------|------------------------|------------|
| 100 Salary & Benefits | | | | |
| 110 Full-time Salaries | \$ 1,121,802 | \$ 1,097,110 | \$ 531,375 | 48% |
| 111 Overtime | \$ 122,755 | \$ 117,542 | \$ 64,207 | 55% |
| 112 Longevity | \$ 700 | \$ 700 | \$ 700 | 100% |
| 113 Part-time Salaries | \$ - | \$ - | \$ - | |
| 130 Employee Benefits | \$ 555,835 | \$ 538,558 | \$ 265,611 | 49% |
| Subtotal: | \$ 1,801,092 | \$ 1,753,910 | \$ 861,893 | 49% |
| 200 Materials & Expenses | | | | |
| 210 Office Supplies | \$ 2,000 | \$ 2,000 | \$ 593 | 30% |
| 221 Operating Materials | \$ 128,350 | \$ 138,950 | \$ 66,772 | 48% |
| 222 Motor Vehicle Supplies | \$ 27,838 | \$ 25,213 | \$ 6,879 | 27% |
| 223 Uniforms & Clothing | \$ 15,750 | \$ 15,750 | \$ 3,016 | 19% |
| 232 Equipment Repair | \$ 125,000 | \$ 115,000 | \$ 73,965 | 64% |
| Subtotal: | \$ 298,938 | \$ 296,913 | \$ 151,225 | 51% |
| 300 Contractual Services | | | | |
| 310 Advertising | \$ - | \$ - | \$ - | |
| 320 Professional | \$ 173,000 | \$ 164,100 | \$ 131,853 | 80% |
| 330 Rentals & Leases | \$ 33,400 | \$ 33,400 | \$ 7,953 | 24% |
| 360 Utilities | \$ 492,000 | \$ 486,000 | \$ 210,442 | 43% |
| 371 Maintenance Contracts | \$ 731,200 | \$ 673,300 | \$ 353,681 | 53% |
| 373 Repair Maintenance Equip. | \$ 34,300 | \$ 32,300 | \$ 13,439 | 42% |
| 374 Fees & Memberships | \$ 2,150 | \$ 2,150 | \$ - | 0% |
| 375 Recruitment & Training | \$ 23,400 | \$ 23,750 | \$ 4,487 | 19% |
| 390 Other Purchase Services | \$ 358,000 | \$ 326,000 | \$ 111,552 | 34% |
| 393 Internal Service Charge | \$ 47,500 | \$ 45,000 | \$ - | 0% |
| Subtotal: | \$ 1,894,950 | \$ 1,786,000 | \$ 833,407 | 47% |
| 400 Capital Outlay | | | | |
| 430 Capital Projects | \$ 75,000 | \$ 47,300 | \$ 23,941 | 51% |
| 441 Office Equipment | \$ - | \$ - | \$ - | |
| 442 Department Equipment | \$ 595,000 | \$ 245,000 | \$ 117,028 | 48% |
| Subtotal: | \$ 670,000 | \$ 292,300 | \$ 140,969 | 48% |
| Department Total: | \$ 4,664,980 | \$ 4,129,123 | \$ 1,987,494 | 48% |

PUBLIC WORKS
POLLUTION CONTROL

FISCAL YEAR 2022/2023

ACCOUNT NO.
3252

| CODE NO. & DESCRIPTION | PROGRAM | COST | FY22 BUDGET |
|---------------------------------|-----------------------------|---------------------|---------------------|
| 100 PERSONNEL SERVICES | | \$ 1,801,092 | \$ 1,753,910 |
| 110 FULL TIME SALARIES | | ANNUAL | ANNUAL |
| | SUPERINTENDENT* | \$ 95,951 | \$ 93,840 |
| | PLANT SUPERVISOR | \$ 104,020 | \$ 102,000 |
| *SALARY IS 80% FUNDED BY WPCA | LEAD OPERATOR W/CERT | \$ 88,643 | \$ 86,481 |
| **SALARY IS 25% FUNDED BY WPCA | LEAD OPERATOR W/O CERT | \$ 87,779 | \$ 85,638 |
| | LEAD OPERATOR W/O CERT | \$ 87,779 | \$ 85,638 |
| | OPERATOR 3 STEP 3 | \$ 81,292 | \$ 79,310 |
| | OPERATOR 3 STEP 3 | \$ 81,292 | \$ 79,310 |
| CONTRACTUAL | OPERATOR 3 STEP 3 | \$ 81,292 | \$ 79,310 |
| SALARY INCREASES: | OPERATOR 3 STEP 3 | \$ 81,292 | \$ 79,310 |
| CSEA UNION 2.50% | OPERATOR 3 STEP 2 | \$ 80,496 | \$ 78,541 |
| AFSME UNION 2.50% | OPERATOR 3 STEP 2 | \$ 79,691 | \$ 77,747 |
| MANAGEMENT 2.25% | OPERATOR 3 STEP 1 | \$ 79,691 | \$ 77,747 |
| | LABORATORY ANALYST | \$ 79,310 | \$ 79,310 |
| | ADMINISTRATIVE SECRETARY** | \$ 13,273 | \$ 12,930 |
| | Salary Total | \$ 1,121,802 | \$ 1,097,310 |
| 111 OVERTIME | | | |
| SCHEDULED OVERTIME: | | | |
| SATURDAYS (52 DAYS) | | | |
| # OF HRS # OF STAFF WAGE x 1.5 | | | |
| 2 2 \$ 63.30 | SATURDAY OVERTIME | \$ 13,167 | \$ 12,846 |
| | SUNDAY OVERTIME | \$ 17,556 | \$ 17,128 |
| SUNDAYS (52) AND HOLIDAYS (13) | HOLIDAY OVERTIME | \$ 4,389 | \$ 4,282 |
| # OF HRS # OF STAFF WAGE x 2 | SCHEDULED OT TOTAL | \$ 35,111 | \$ 34,256 |
| 2 2 \$ 84.40 | | | |
| UNSCHEDULED OVERTIME: | | | |
| ALARMS/YR 100 | ALARMS | \$ 59,664 | \$ 58,208 |
| LINE BLOCKAGES/YR 2 | LINE BLOCKAGES | \$ 1,193 | \$ 1,164 |
| PLANT/PS REPAIR (HRS.) 75 | REPAIRS | \$ 11,187 | \$ 10,914 |
| # OF HRS # OF STAFF WAGE x 1.75 | UNSCHEDULED OT TOTAL | \$ 72,044 | \$ 70,286 |
| 4 2 \$ 74.58 | | | |
| STAND BY COMP: | STAND BY COMPENSATION | \$ 15,600 | \$ 13,000 |
| WKS/YR COST/WK. | TOTAL | \$ 15,600 | \$ 13,000 |
| 52 \$ 300 | | | |
| 112 LONGEVITY | | | |
| | LONGEVITY PAYMENT | 700 | 700 |
| | TOTAL | \$ 700 | \$ 700 |

January 4, 2022 Draft

PUBLIC WORKS
POLLUTION CONTROL

FISCAL YEAR 2022/2023

ACCOUNT NO.
3252

| CODE NO. & DESCRIPTION | PROGRAM | COST | FY22 BUDGET |
|------------------------|---------|------|-------------|
|------------------------|---------|------|-------------|

114 TEMPORARY HELP

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

130 EMPLOYEE BENEFITS

| | | | | |
|-------------------|----|---------|----|---------|
| FICA | \$ | 96,596 | \$ | 93,783 |
| BC/BS | \$ | 220,038 | \$ | 213,629 |
| DEARBORN LIFE | \$ | 8,799 | \$ | 8,543 |
| LTD | \$ | 1,632 | \$ | 1,584 |
| STD | \$ | 234 | \$ | 228 |
| W/C | \$ | 39,642 | \$ | 38,487 |
| ICMA | \$ | 60,902 | \$ | 59,128 |
| LAB CERTIFICATION | \$ | 1,591 | \$ | 1,545 |
| AETNA PENSION | \$ | 117,748 | \$ | 114,319 |
| CDL LICENSE | \$ | 2,652 | \$ | 2,575 |
| STATE LICENSES | \$ | 6,000 | \$ | 4,738 |
| TOTAL | \$ | 555,835 | \$ | 538,558 |

**PUBLIC WORKS
POLLUTION CONTROL**

**FICAL YEAR
2022/2023**

**ACCOUNT NO.
3252**

| CODE NO. & DESCRIPTION | PROGRAM | COST | FY22 BUDGET |
|----------------------------|---------|------------|-------------|
| 200 MATERIALS AND SUPPLIES | | \$ 298,938 | \$ 296,913 |

210 OFFICE SUPPLIES

PAPER, PENS, FAX, AND PRINTER
CARTRIDGES

| | | |
|--------------|-----------------|-----------------|
| SUPPLIES | \$ 2,000 | \$ 2,000 |
| TOTAL | \$ 2,000 | \$ 2,000 |

221 OPERATING SUPPLIES

| | | |
|------------------------------|-------------------|-------------------|
| 221.1 PLANT SUPPLIES | \$ 1,500 | \$ 1,000 |
| 221.2 PUBLICATIONS | \$ 1,500 | \$ 1,000 |
| 221.3 SHOP SUPPLIES | \$ 6,000 | \$ 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 | \$ 17,000 | \$ 15,000 |
| 221.8 SAFETY SUPPLIES | \$ 4,000 | \$ 4,000 |
| 221.9 CHEMICALS | \$ 2,400 | \$ 22,000 |
| 221.10 BUILDING SUPPLIES | \$ 1,750 | \$ 1,750 |
| 221.11 PLUMBING SUPPLIES | \$ 2,000 | \$ 2,000 |
| 221.12 LABORATORY SUPPLIES | \$ 20,500 | \$ 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 | \$ 52,000 | \$ 50,000 |
| TOTAL | \$ 128,350 | \$ 118,950 |

222 MOTOR VEHICLE SUPPLIES

| ASSUMPTIONS: | FUEL: | USE (GAL.) | | | |
|------------------|------------------------------------|------------|------------------|------------------|--|
| | Diesel Generators - Pump Stations | 600 | \$ 2,100 | \$ 1,800 | |
| GASOLINE \$ 3.00 | 80SW - 2009 Ford Explorer | 350 | \$ 1,050 | \$ 875 | |
| DIESEL \$ 3.50 | 81SW - 2017 Ford F-250 | 350 | \$ 1,050 | \$ 875 | |
| | 82SW - 2014 Ford E-350 Cam. Tr. | 500 | \$ 1,500 | \$ 1,250 | |
| | 83SW - 2019 F550 Utility Truck | 775 | \$ 2,325 | \$ 1,938 | |
| | 84SW - 1995 Ford LN9000 Vac Tr. | 775 | \$ 2,713 | \$ 2,325 | |
| | 86SW - 2008 Combination Truck | 1500 | \$ 5,250 | \$ 4,500 | |
| | 87SW - 2014 Ford F-350 Utility Tr. | 300 | \$ 900 | \$ 750 | |
| | Pumps/Misc Equipment | 100 | \$ 300 | \$ 250 | |
| | TOTAL | | \$ 17,138 | \$ 14,533 | |

| | | | |
|---------------|--------------------------------------|------------------|------------------|
| 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
2022/2023

ACCOUNT NO.
3252

| CODE NO. & DESCRIPTION | PROGRAM | COST | FY22 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 | \$ | 80,000 | \$ 75,000 |
| PUMP STATION EQUIPMENT | \$ | 45,000 | \$ 40,000 |
| TOTAL | | \$ 125,000 | \$ 115,000 |

| | | |
|------------------------|-------------|-------------|
| PUBLIC WORKS | FISCAL YEAR | ACCOUNT NO. |
| POLLUTION CONTROL | 2022/2023 | 3252 |
| CODE NO. & DESCRIPTION | PROGRAM | COST |
| | | FY22 BUDGET |

| | | | | |
|----------------------------|----|-----------|----|-----------|
| 300 - CONTRACTUAL SERVICES | \$ | 1,894,950 | \$ | 1,786,000 |
|----------------------------|----|-----------|----|-----------|

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. | \$ | 2,500 | \$ | 2,000 |
| 320.4 Water Consumption Reports | \$ | 1,200 | \$ | 1,200 |
| 320.5 Insurance Premiums | \$ | 150,000 | \$ | 142,000 |
| 320.6 NPDES Compliance Testing | \$ | 16,000 | \$ | 14,000 |
| 320.7 NPDES PERMIT | \$ | 300 | \$ | 2,400 |
| 320.8 Drug Testing and Innoculations | \$ | 1,500 | \$ | 1,000 |
| TOTAL | \$ | 173,000 | \$ | 163,000 |

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 | \$ | 33,400 | \$ | 33,400 |

360 UTILITIES

| | | | | |
|-----------------------|----|---------|----|---------|
| 360.1 ELECTRICAL USE: | | | | |
| TREATMENT PLANT | \$ | 350,000 | \$ | 350,000 |
| 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
\$2.90

| | | | | |
|------------------------------|----|---------|----|---------|
| 360.2 HEATING FUEL 15,000/YR | \$ | 43,500 | \$ | 37,500 |
| 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 | \$ | 492,000 | \$ | 496,000 |

**PUBLIC WORKS
POLLUTION CONTROL**

**FISCAL YEAR
2022/2023**

**ACCOUNT NO.
3252**

| CODE NO. & DESCRIPTION | PROGRAM | COST | FY22 BUDGET |
|------------------------|---------|------|-------------|
|------------------------|---------|------|-------------|

371 MAINTENANCE CONTRACTS

| | | |
|---|------------|------------|
| 371.1 Treatment Plant Pest Control | \$ 7,000 | \$ 7,000 |
| 371.2 Container Rental Grit/Trash Collection | \$ 30,000 | \$ 28,000 |
| 371.3 Sludge Transportation and Disposal | \$ 400,000 | \$ 360,000 |
| 371.4 Custodial Building Maintenance | \$ 19,000 | \$ 18,000 |
| 371.5 Grounds Maintenance | \$ 17,000 | \$ 15,000 |
| 371.6 Stormwater Inspection and Testing | \$ 3,000 | \$ 3,000 |
| 371.7 Power Center and ATS Service Contract | \$ 6,000 | \$ 6,000 |
| 371.8 Plant/PS Generator Load Test/Adjustment | \$ 6,000 | \$ 5,500 |
| 371.9 SCADA Maintenance | \$ 20,000 | \$ 20,000 |
| 371.10 Fire Alarm System Maintenance | \$ 8,000 | \$ 6,000 |
| 372.11 HACH Analyzer Maintenance | \$ 7,000 | \$ 7,000 |
| 372.12 HVAC Control System Service Contract | \$ 3,200 | \$ 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 | \$ 55,000 | \$ 45,000 |
| 372.16 Sewer Line & Grease Trap Inspection | \$ 100,000 | \$ 100,000 |

| | | |
|--------------|-------------------|-------------------|
| TOTAL | \$ 731,200 | \$ 673,300 |
|--------------|-------------------|-------------------|

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 | \$ 12,000 | \$ 10,000 |
| Flow Meter Calibrations | \$ 1,500 | \$ 1,500 |
| Equipment Calibrations/Certifications | \$ 3,000 | \$ 3,000 |

| | | |
|--------------|------------------|------------------|
| TOTAL | \$ 34,300 | \$ 32,300 |
|--------------|------------------|------------------|

374 FEES & MEMBERSHIPS

| | | |
|-------|----------|----------|
| NEWEA | \$ 1,650 | \$ 1,650 |
| CTWEA | \$ 500 | \$ 500 |

| | | |
|--------------|-----------------|-----------------|
| TOTAL | \$ 2,150 | \$ 2,150 |
|--------------|-----------------|-----------------|

375 RECRUITMENT & TRAINING

| | | |
|------------------------------------|-----------|-----------|
| Training materials and conferences | \$ 18,000 | \$ 18,000 |
| DEEP Licensing Exams | \$ 400 | \$ 750 |
| NASSCO | \$ 2,500 | \$ 2,500 |
| Safety and Compliance Training | \$ 2,500 | \$ 2,500 |

| | | |
|--------------|------------------|------------------|
| TOTAL | \$ 23,400 | \$ 23,750 |
|--------------|------------------|------------------|

PUBLIC WORKS
POLLUTION CONTROL

FISCAL YEAR
2022/2023

ACCOUNT NO.
3252

| CODE NO. & DESCRIPTION | PROGRAM | COST | FY22 BUDGET |
|------------------------|---------|------|-------------|
|------------------------|---------|------|-------------|

390 OTHER PURCHASE SERVICES

| | | |
|--|------------|------------|
| ANITARY SEWER SERVICES: Vernon (489 Units) | \$ 280,000 | \$ 260,000 |
| MDC | \$ 16,000 | \$ 14,000 |
| Manchester (85 units) | \$ 62,000 | \$ 52,000 |

| | | |
|-------|------------|------------|
| TOTAL | \$ 358,000 | \$ 326,000 |
|-------|------------|------------|

393 INTERNAL SERVICE CHARGE

| | | |
|-------------------------------|-----------|-----------|
| ENGINEERING/COLLECTOR OF REV. | \$ 47,500 | \$ 45,000 |
|-------------------------------|-----------|-----------|

| | | |
|-------|-----------|-----------|
| TOTAL | \$ 47,500 | \$ 45,000 |
|-------|-----------|-----------|

PUBLIC WORKS
POLLUTION CONTROL

FISCAL YEAR
2022/2023

ACCOUNT NO.
3252

| CODE NO. & DESCRIPTION | PROGRAM | COST | FY22 BUDGET |
|------------------------|---------|------|-------------|
|------------------------|---------|------|-------------|

| | | | |
|--------------------|--|------------|------------|
| 400 CAPITAL OUTLAY | | \$ 670,000 | \$ 292,300 |
|--------------------|--|------------|------------|

430 CAPITAL PROJECTS

| | |
|-----------------------------|-----------|
| EV Power Station | \$ 20,000 |
| PS Fire Alarm Panel | \$ 50,000 |
| Sludge Storage Floor Repair | \$ 5,000 |

| | | |
|----------|--------|-----------|
| TOTAL \$ | 75,000 | \$ 47,300 |
|----------|--------|-----------|

441 OFFICE EQUIPMENT

\$ -

| | | |
|----------|---|------|
| TOTAL \$ | - | \$ - |
|----------|---|------|

442 DEPARTMENT EQUIPMENT

| | |
|---|------------|
| Electric Vehicle (Truck 80 Replacement) | \$ 60,000 |
| Truck 86 Replacement | \$ 500,000 |
| NH4_NO3 Probes | \$ 35,000 |

| | | |
|----------|---------|------------|
| TOTAL \$ | 595,000 | \$ 245,000 |
|----------|---------|------------|

DEBT SERVICE/CIP/RESERVE TOTAL \$ 920,301

DEBT SERVICE - PRINCIPAL AND INTEREST

| PROJECT NAME | COST | FY22 BUDGET |
|--|-------------------|-------------------|
| 1 TOWN OF VERNON UPGRADE | \$ 93,771 | \$ 93,771 |
| SUBTOTAL | \$ 93,771 | \$ 93,771 |
| 2 STATE GRANT UV SYSTEM (FINAL PAY. 7/1/21) | | |
| PRINCIPAL | \$ - | \$ 4,002 |
| INTEREST | \$ - | \$ 8 |
| SUBTOTAL | \$ - | \$ 4,010 |
| 3 PLEASANT VALLEY PS UPGRADE (FINAL PAY. 2026) | | |
| PRINCIPAL | \$ 22,604 | \$ 22,604 |
| INTEREST | \$ 1,617 | \$ 1,617 |
| SUBTOTAL | \$ 24,221 | \$ 24,221 |
| 4 SUBMERSIBLE PS UPGRADE (FINAL PAY. 2027) | | |
| PRINCIPAL | \$ 84,279 | \$ 84,279 |
| INTEREST | \$ 10,025 | \$ 10,025 |
| SUBTOTAL | \$ 94,304 | \$ 94,304 |
| 5 DRY PIT PS UPGRADE (FINAL PAY. 2028) | | |
| PRINCIPAL | \$ 97,000 | \$ 97,000 |
| INTEREST | \$ 36,005 | \$ 36,005 |
| SUBTOTAL | \$ 133,005 | \$ 133,005 |
| TOTAL DEBT SERVICE | \$ 345,301 | \$ 349,311 |

CAPITAL IMPROVEMENT PROJECTS

| PROJECT LOCATION | PROJECT NAME | COST | FY22 BUDGET |
|-------------------|---------------------------|-------------------|-------------------|
| TREATMENT PLANT | Odor Control System | \$ 200,000 | |
| | 2-Bay Garage | \$ 225,000 | |
| COLLECTION SYSTEM | I/I REMOVAL AND MH REHAB. | \$ 50,000 | |
| | CIP TOTAL | \$ 475,000 | \$ 730,000 |

RESERVE FUND CONTRIBUTION

| FUND NAME | COST | FY22 BUDGET |
|--|-------------------|-------------|
| OPERATING RESERVE (FUND BALANCE) | \$ - | \$ - |
| REPLACEMENT RESERVE (CAPITAL PROJECTS) | \$ 100,000 | \$ - |
| RESERVE TOTAL | \$ 100,000 | \$ - |

WPCA COMMUNICATIONS AND REPORTS

January 4, 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

RFP for Engineering Services

An RFP for Engineering Services was advertised on November 22nd to assist WPC with inspection services of the Clark Street valve installation, Phase IV construction, and for the design and construction oversight of the UV Disinfection upgrade. Proposals were submitted December 16th. Weston & Sampson submitted the most advantageous proposal of the three that were submitted. A meeting has been scheduled the first week of January to negotiate the contract agreement.

Ravine Road Sewer Repair

During a routine sewer inspection in November, the CCTV camera crew found a significant break at the 12 o'clock position of a sewer pipe on Ravine Road. ESI was called to make an emergency repair to the pipe in the following weeks. Despite various challenges the repair has been made without any disruptions to service or environmental discharge.

SCADA Antenna Upgrade

As part of the WPCA's budgeted capital equipment improvements, Marcus Communication has replaced the cables and hardware for the SCADA antennas at each of the pump stations. New replacement antennas are being scheduled for Orchard Hill and the Police Department. We have already experienced stronger and more reliable signals with the upgraded hardware and expect to see more improvement with the upgraded antennas.

Battery Energy Storage System

Over the last few months we have been exploring additional opportunities to reduce the treatment plant's energy bills. We are currently in the first year of a 3 year demand response program with Enel X that provides approximately \$20,000 in revenue to shed power during peak demand periods. We are also going to be taking advantage of the Platt Hill solar farm which is expected to be online in spring/summer of 2022. The solar energy produced from this project is expected to reduce the treatment plants' energy costs by 15% annually over the next 20 years.

More recently, a battery energy storage system (BESS) is being looked at by the Town's Energy Committee and town staff. There are two key financial incentives that need to be considered; Investment Tax Credit (ITC) and the Connecticut State Incentive Program for energy storage. The owner of the system is also offering an annual land lease payment. The energy storage system offers supplemental power to the facility utilizing lithium ion batteries during periods of

high electrical demand. A site visit was provided to the vendor as we explore potential opportunities.

Treatment Plant and Collection Systems

Treatment Plant

Process

| TREATMENT PLANT | Dec-20 | Jan-21 | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 | Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | AVERAGE |
|-----------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| AVG FLOW (MGD) | 2.79 | 2.92 | 2.63 | 2.76 | 2.61 | 2.57 | 2.55 | 4.67 | 3.57 | 4.15 | 2.93 | 2.67 | 3.07 |
| BOD REMOVAL | 97.3% | 95.7% | 98.2% | 98.4% | 98.6% | 98.6% | 99.0% | 97.4% | 98.4% | 98.5% | 98.5% | 98.5% | 98.1% |
| TSS REMOVAL | 97.7% | 95.6% | 98.8% | 99.0% | 98.6% | 98.6% | 98.9% | 97.4% | 98.3% | 98.2% | 98.9% | 98.8% | 98.2% |
| NITROGEN LBS. (106 LBS. LIMIT) | 113 | 115 | 95 | 87 | 86 | 96 | 87 | 142 | 102 | 115 | 97 | 97 | 102.61 |
| NITROGEN mg/L | 5.0 | 4.7 | 4.2 | 3.7 | 3.9 | 4.4 | 3.9 | 3.7 | 3.7 | 3.3 | 3.8 | 4.2 | 4.04 |

Maintenance

- Coolant drained, flushed, and replaced in Main Plant Generator
- Installation of new Mixer Pump in Aeration Basin 2. Old Mixer Pump removed and sent for regular service
- Completed installation of new rail system on Primary and Secondary Clarifiers
- Temporary repair of leaking scum trough of Secondary Clarifier 2
- Repair of Lab Distillation Apparatus
- Repair of sodium hypochlorite leak on plant water system
- Provided technical assistance for Aaron Associates during SCADA system upgrade and new hardware installation
- Swapped out GBT Filtrate Pump Station pump and sent one out for annual service
- Completed annual maintenance on Aeration Basin 2 Internal Recycle Pump
- Began rebuild of sludge storage transfer pump

Collection System

| COLLECTION SYSTEM | Dec-20 | Jan-21 | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 | Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | TOTAL FT | TOTAL MI |
|-------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------|----------|
| CCTV (FEET) | 5,223 | 14,848 | 6,544 | 7,100 | 8,621 | 2,977 | 4,077 | 5,457 | 0 | 0 | 2,080 | 2,000 | 58,927 | 11.2 |
| Contracted CCTV | 20,392 | 0 | 3,374 | 0 | 21,414 | 18,569 | 10,254 | 0 | 0 | 9,693 | 12,783 | 0 | 96,479 | 18.3 |
| CLEANING (FEET) | 25,000 | 10,000 | 3,000 | 4,500 | 7,251 | 22,000 | 12,300 | 0 | 2,200 | 6,050 | 2,700 | 4,100 | 99,101 | 18.8 |

- Degreased Benedict Drive Pump Station Wet Well and pulled/inspected influent channel grinder
- Removal of old equipment in CCTV Van and installation of new portable EnviroSight System
- Installation of new APC Smart UPS back units at Clark Street, Pleasant Valley, and Benedict Drive Pump Stations
- Degreased Avery Street and Scantic 2 Pump Station Wet Wells
- Degreased/Degritted Barrington Estates Pump Station Wet Well and replaced faulty float and transducer

Capital Improvement Project Updates

Clark Street, Benedict Drive, Pleasant Valley Pump Station Upgrades

- Arcadis continues to work on 60% design

Next Steps:

- Engineer to perform Connecticut Environmental Policy Act (CEPA) Permit Review
- Project 90% design phase
- Submit design to DEEP for review and approval (min. 90-day review)

Phase IV Part 1

This project has been approved with the FY22 WPCA budget and will include the lining of sewer pipe and rehabilitation of manholes. The line item budget is \$750,000.

- Proposals for construction oversight were submitted on December 16th and have been reviewed
- Weston & Sampson provided the most advantageous proposal and we will be entering negotiation of terms this month

American Rescue Plan Act (ARPA) Funded Projects

Phase IV Part 2

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

- Proposals for construction oversight were submitted on December 16th and have been reviewed
- Weston & Sampson provided the most advantageous proposal and we will be entering negotiation of terms this month

UV Disinfection Upgrade

This project has been approved utilizing American Rescue Plan Act funds. The budget for this project is \$1,300,000.

- Proposals for design, bid administration, and construction oversight were submitted on December 16th and have been reviewed
- Weston & Sampson provided the most advantageous proposal and we will be entering negotiation of terms this month

Clark Street Bypass Valve

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

- An addendum was issued extended the bid submittal date from December 30th to January 13th
- Proposals for construction oversight were submitted on December 16th and have been reviewed
- Weston & Sampson provided the most advantageous proposal and we will be entering negotiation of terms this month

Collection of Sewer User Fees and Delinquent Accounts

To be provided at the meeting.

Respectfully submitted by: Tony Manfre, Superintendent of Pollution Control

Diaz, Ether

From: Stephen Wagner-SW <wagnersg-sw@outlook.com>
Sent: Friday, January 7, 2022 10:53 AM
To: Jaime Smith; Manfre, Anthony; Lemay, Jeff
Cc: Jeff Macel; Jack Funk; Chemerka, Chris; Sen. Anwar, Saud; Dan Watson; Erik Anderson; Shawn Ferris; Maniscalco, Michael; Diaz, Ether
Subject: [External]RE: Platt Hill Road Solar Energized

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

This is great news, Jaime.

I'm adding Tony Manfre and Jeff LeMay since they are responsible for the sewer plant.

Tony, could you forward this to the WPCA members? I read this at the meeting but they should see it. Also, it might help Ether with the minutes.

Steve

Stephen Wagner
Chair, South Windsor Energy Committee
181 Tumblebrook Dr
South Windsor, CT 06074
860-648-4434 (h)
860-490-8764 (m)

From: Jaime Smith <jsmith@lodestartenergy.com>
Sent: Wednesday, December 29, 2021 8:00 AM
To: Stephen Wagner - sw <wagnersg-sw@outlook.com>; Maniscalco, Michael <Michael.Maniscalco@southwindsor.org>
Cc: Jeff Macel <jmacel@lodestartenergy.com>; Jack Funk <jfunk@lodestartenergy.com>; Chemerka, Chris <cchemerka@swindsor.k12.ct.us>; Sen. Anwar, Saud <saud.anwar@cga.ct.gov>; Dan Watson <dwatson@lodestartenergy.com>; Erik Anderson <eanderson@lodestartenergy.com>; Shawn Ferris <sferris@lodestartenergy.com>
Subject: Platt Hill Road Solar Energized

Steve and Michael -

Happy Holidays and New Year!

We are pleased to announce that we successfully energized our Platt Hill Road Solar Project in Winchester yesterday. As you know, this project will deliver 33% of its net metering credits to the South Windsor Sewer Plant. This is expected to

save the town over \$500,000 over the term of the contract. It will likely take some time in Q1 before Eversource gets the credits rolling, but wanted to share the good news.

This is the 3rd virtual net metering project Lodestar Energy has partnered with South Windsor on and we are very proud to be associated with the Town.

Michael - As you know, you have a great Energy Committee led by Steve's tireless efforts and we have been supported at every turn with the state legislature by Sen. Anwar.

We are looking for property in South Windsor for future solar and storage projects and appreciate the continued support of the town to find parcels where solar is the best and highest use of the land.

Thanks,
Jaime



LODESTAR ENERGY

~~~~~

Jaime A. Smith  
Lodestar Energy  
703-883-7413 (M)

~~~~~

06 74



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

MEMO

DATE: November 30, 2021
FROM: Carlene Andrulat
TO: Ether Diaz & Tony Manfre, Public Works
SUBJECT: Refund Batch #6 for WPCA – December 7, 2021 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 WPCA's consideration and approval of 7 refunds totaling \$1,851.00 as noted on the attached report. All refund request received by October 26, 2021 are included.

| Name | Bill | Prop Loc/Vehicle Info. | Reason | Over Paid |
|--------------------------------|-----------------|------------------------|--|------------------|
| BOTTICELLO PAUL J & | 2022-06-0040164 | 568 FOSTER STREET | Sec. 12-129 Refund of Excess Payments. | (161.60) |
| CARR BETTY L L/U | 2022-06-0041774 | 96 BENEDICT DRIVE | Sec. 12-129 Refund of Excess Payments. | (121.20) |
| DELRE JARED R & | 2022-06-0047209 | 178 CANDLEWOOD DRIVE | Sec. 12-129 Refund of Excess Payments. | (415.00) |
| HERNANDEZ KEVIN E & | 2022-06-0044390 | 65 HILLSIDE DRIVE | Sec. 12-129 Refund of Excess Payments. | (415.00) |
| JESKI KENNETH R & KATHY L | 2022-06-0041592 | 7 FOX HILL ROAD | Sec. 12-129 Refund of Excess Payments. | (415.00) |
| JOHNSTONE FRANCES L L/U | 2022-06-0046521 | 807 TWIN CIRCLE DRIVE | Sec. 12-129 Refund of Excess Payments. | (161.60) |
| STRINGER IRENE CONSERVATORSHIP | 2022-06-0040188 | 619 GRAHAM ROAD | Sec. 12-129 Refund of Excess Payments. | (161.60) |
| | | | Total of 7 Refunds | (1851.00) |

Drafted by: *Carlene Andruslat* Date: 11/29/21

Carlene Andruslat Revenue Clerk

Approved by: *Jennifer R. Hillinski-Shirley* Date: 29 Nov 2021

161.60+
121.20+
415.00+
415.00+
415.00+
161.60+
161.60+

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1,851.00*