

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
Town Hall – Lower Level
Thursday, January 25, 2018 – 7:00 PM

MINUTES

Members Present: Chairman, C. Morris-Scata, S. Farrick, H. Anderson, D. Hartley

Members Absent: Treasurer, J. Bendoraitis

Staff Present: J. Nowosad, Field Agent, C. Ely-DeCarlo, Administrator

1.0 Call to Order Regular Meeting – C. Morris-Scata, Chairman, called the meeting to order at 7:05 p.m.

2.0 Correspondence – C Ely-DeCarlo reported there was no correspondence received.

3.0 Minutes
Discuss and Act Upon:

3.1 Approving the Minutes from the December 14, 2017 Regular Meeting. H. Anderson moved to approve the minutes from the December 14, 2017 Regular Meeting. S. Farrick seconded. Motion unanimously approved.

S. Farrick moved to discuss 5.0 Financial prior to 4.0 Field Agents Report. D. Hartley seconded. Motion unanimously approved.

5.0 Financials

5.1 Treasurer's Report –Chairman C. Morris-Scata presented the Treasurer's Report as provided by J. Bendoraitis reviewing financial activity in Accounts 235, 236, and 437. The Effluent Processing Report was also reviewed.

5.2 Invoices Received

5.2.1 F. R. Mahony invoices – F. R. Mahony invoice #SL6778-IN dated January 17, 2017 in the amount of \$850.00 was received. A brief discussion was held on the services provided for this invoice. J. Nowosad will contact F. R. Mahony to discuss procedures for handling service calls. S. Farrick moved to approve payment of F. R. Mahony invoice #SL6778-IN dated January 17, 2017 in the amount of \$850.00. D. Hartley seconded. Motion unanimously approved.

5.2.2 Evoqua – Evoqua invoice # 903383742 dated 12/31/2017 in the amount of \$275.00 was received. S. Farrick moved to approve payment of Evoqua invoice # 903383742 dated 12/31/2017 in the amount of \$275.00. H. Anderson seconded. Motion unanimously approved.

5.2.3 Other Invoices – Other invoices-no other invoices were presented for approval. Standard invoices (Evoqua invoice 90333804 in the amount of \$2,775.00 and Town of Hebron invoice dated 1/3/2018 in the amount of \$2,737.40) were reviewed and will be submitted for payment.

5.3 USDA Loan Payment – C. Morris-Scata reported that the \$100,000 check to USDA for an additional principal payment was made as approved.

5.4 2018-2019 WPCA Budget – C. Morris-Scata reviewed the proposed 2018-2019 WPCA Budget provided by J. Bendoraitis providing members with an explanation of each of the line items. A brief discussion was held. H. Anderson moved to approve the 2018-2019 WPCA budget as presented. S. Farrick seconded. Motion unanimously approved.

4.0 Field Agents Report

4.1 Service Issues

4.1.1 F. R. Mahony Service Call(s) – J. Nowosad noted service call made by F. R. Mahony (Invoice #SL6778-IN). There was a blockage that was visible from the pump chamber. F. R. Mahony noted that a plumber was needed to clear the pipe. They did not contact J. Nowosad to notify him of the issue. The blockage was cleared by a private contractor. J. Nowosad will speak to E. Hess at F. R. Mahony to discuss this matter and the need to communicate with the WPCA Field Agent for service issues. C. Morris-Scata requested J. Nowosad report back to the group regarding his conversation with E. Hess.

4.1.2 Other Service Issues – No other service issues were reported.

4.2 Evoqua – Bioxide Usage – J. Nowosad noted that the bioxide system was off line for a brief period. Since Evoqua was not able to immediately reset the system, J. Nowosad reset the system to bring the bioxide system back on line. S. Farrick suggested that a letter be sent to Evoqua to ensure services are provided as per contract. Administrator will follow-up with a letter to Evoqua.

4.3 Manholes Located at Amston Lake – J. Nowosad stated there was nothing new to report. C. Morris-Scata noted that she had driven the Amston Lake area and it was clear where the laterals were located by the road depressions. J. Nowosad stated that focus should be on the problematic manhole issues in the spring even if the road issues are not going to be addressed at that time. C. Morris-Scata noted that WPCA received two bids to fix the manholes and inquired when this could be completed. J. Nowosad stated during the April/May timeframe with about a month lead time for the contractors. Jason will follow up with J. Tuttle to discuss road repairs.

4.4 Street Repairs – Nothing new to report.

4.5 Storm Preparedness – To be discussed under 7.1.2 Storm Preparedness Survey.

6.0 New Business

Discuss and act upon:

6.1 WPCA – Online Access for Customers – C. Morris-Scata presented information from Quality Data Service, Inc. to participate in a Tax Inquiry Web Hosting Service Agreement. This agreement would allow WPCA customers online access to their bills. A brief discussion was held. H. Anderson moved to approve the Quality Data Service, Inc. Tax Inquiry Web Hosting Service Agreement. D. Hartley seconded. Motion unanimously approved.

6.2 Re-Appointments – Terms are not up until May 2018. This item was tabled until the March meeting as requested by members.

7.0 Old Business

Discuss and act upon:

7.1 Communication to Amston Lake Sewer District Residents

7.1.1 Letter Notifying Customers of New Rates – Article 8 Changes – C. Ely-DeCarlo noted that recommended changes had been made to both documents. H. Anderson moved to accept the letter & Article 8 Changes to be mailed to WPCA customer with the tax bills. S. Farrick seconded. Motion unanimously approved.

7.1.2 Storm Preparedness Survey – C. Ely-DeCarlo presented members with copy of the revised Storm Preparedness Survey. A brief discussion was held. C. Morris-Scata led a discussion on the use/purpose of the WPCA generators. Additional changes were recommended to be made to the survey. H. Anderson moved to accept the Storm Preparedness Survey with the recommended changes. D. Hartley seconded. Motion unanimously approved.

8.0 Topics for Next Agenda – Standard topics, DEEP Emergency Plan procedures, Contracts with Evoqua and F. R. Mahony, Joint Facilities Minutes.

9.0 Adjournment – C. Morris-Scata moved to adjourn the meeting at 8:12 p.m. Seconded by D. Hartley. Motion unanimously approved.

Respectfully Submitted,
Cheryl Ely-DeCarlo, Administrator
Water Pollution Control Authority

Please see the minutes of subsequent meeting for the approval of these minutes and any corrections hereto.