

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
Town Hall – Lower Level Conference Room
Thursday, May 17, 2018 – 7:00 PM

MINUTES

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

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

- 1.0 Call to Order Special Meeting – C. Morris-Scata, Chairman, called the meeting to order at 7:07 p.m. C. Morris-Scata expressed her thanks to J. Bendoraitis for all his guidance provided to Lebanon WPCA during his tenure.
- 2.0 Correspondence
Discuss and Act Upon Correspondence Received – C. Ely-DeCarlo noted no correspondence was received. C. Morris-Scata also noted that a letter was sent to Town of Hebron WPCA asking for an explanation of rate charges for 2018-2019.
- 3.0 Minutes
Discuss and Act Upon:
 - 3.1 Approving the Minutes from the April 25, 2018, Special Meeting – J. Bendoraitis moved to approve the Minutes from the April 25, 2018 Special Meeting. S. Farrick seconded. Motion unanimously approved.
- 4.0 Field Agents Report
Discuss and Act Upon:
 - 4.1 Service Issues – Field Agent, J. Nowosad, noted that there are five air release vents located throughout the Amston Lake Sewer System. One vent malfunctioned causing overflow of effluent on Park Road. There was three inches of gravel over the manhole cover. J. Nowosad located manhole after clearing the gravel. J. Nowosad contacted Wentworth Septic to pump out the manhole so he could inspect and determine what was causing the problem. In speaking with E. Hess from F. R. Mahony, J. Nowosad was informed that air release vents should be serviced yearly. J. Nowosad noted that, to date, no service has been performed on these air release vents. J. Nowosad located and fixed the malfunctioning air release vent. A discussion was held on proper maintenance for these air release vents. It was determined that maintenance to all air release vents is required and each vent should be scheduled for maintenance. J. Nowosad stated that a new air release vent was ordered so maintenance can be performed on the remaining air release vents. J. Nowosad explained by ordering one replacement air release vent he will be able to take one vent out to perform maintenance at an alternate location. A brief discussion was held on the timeframe for performing maintenance to these units. It was suggested that the Field Agent could better determine a maintenance schedule after maintenance on a unit has been performed. Maintenance help provide by Department of Public Works (DPW), if required, will be billed to WPCA.

J. Nowosad stated the cost of a unit is \$1,130.00 plus shipping. This was an emergency order required to fix overflow of effluent on Park Road.

4.1.1 F. R. Mahony Service Call(s) – J. Nowosad stated that E. Hess, F. R. Mahony, delivered grinder pumps that were ordered by Lebanon WPCA. In discussion with E. Hess, J. Nowosad explained the process for contacting the WPCA Field Agent for basic service calls (i.e. flipping breaker) to streamline calls. Prior to dispatching a service tech, F. R. Mahony will contact WPCA Field Agent. Service call to 80 Deepwood Drive was reviewed.

4.1.2 Other Service Issues – 52 Lakeview Heights – J. Nowosad visited property at 52 Lakeview Heights in response to a complaint received from property owner regarding rocks left on property during the construction of the Amston Lake Sewer project. J. Nowosad stated there are large rocks on the property that would require removal by a backhoe and noted that DPW may be able to remove the rocks when they are working in the area. J. Nowosad spoke to the property owner and apologized for his unpleasant experience when contacting F. R. Mahony for a service issue. J. Nowosad stated the property owner is looking for a refund to cover the increase in charges on his electric bill caused by having his grinder pump run all winter as advised by F. R. Mahony. Electric bill for the period was approximately \$60. S. Farrick recommended that the property owner submit a claim to WPCA with supporting documentation so the claim can be reviewed by WPCA. C. Ely-DeCarlo will contact property owner. J. Nowosad also noted that shut off procedures for winter should to be revisited and provided to customers. S. Farrick recommended shut off procedures be mailed to customers at the end of August. Start-up procedures could be included in this mailing.

4.2 Purchase of Additional Grinder Pumps – Field Agent noted that grinder pumps ordered have arrived and the grinder pump for 44 Scanlon Terrace has been delivered. There are currently three grinder pumps located at the Transfer Station.

4.3 Manhole Repairs at Amston Lake – J. Nowosad reported he has not had an opportunity to speak with DPW regarding sub-contractor selected to perform work at Amston Lake. J. Nowosad will contact J. Tuttle, Highway Foreman, and discuss costs for completing repairs to manholes. C. Morris-Scata motioned to authorized J. Nowosad, Field Agent authority to approve up to \$10,000.00 for completion of manhole repairs. H. Anderson seconded. Motion unanimously approved. J. Nowosad will inspect work performed to correct manhole issues.

5.0 Financials

Discuss and Act Upon:

5.1 Treasurer's Report – J. Bendoraitis reviewed Effluent Processing Report noting trends in effluent flow. J. Bendoraitis also presented the Treasurer's Report reviewing financial activity in Accounts 235, 236, and 437.

5.2 Invoices Received – J. Bendoraitis presented invoice #SL9043A-IN, dated May 4, 2018 in the amount of \$850.00 from F. R. Mahony for a service call at 80 Deepwood Drive. C. Morris-Scata moved to authorize payment to F. R. Mahony in the amount of \$850.00 for invoice #SL9043A-IN dated May 4, 2018. D. Hartley seconded. Motion unanimously approved.

5.3 USDA Loan Reporting Requirements – C. Morris-Scata noted package received from D. Johnson, Atlantic States Rural Water and Wastewater Associate (ASRWWA). A discussion was held on the requirements for completing USDA reporting requirements. S. Farrick suggested that we obtain assistance from USDA to complete reporting requirements. C. Morris-Scata will contact D. Johnson, ASRWWA, for further assistance. J. Bendoraitis suggested WPCA obtain a copy of Hebron WPCA reporting requirements since information may also pertain to Lebanon WPCA.

6.0 New Business

Discuss and act upon New Business:

6.1 Member Appointments/Reappointments

6.1.1 Appointment of New Treasurer – C. Morris-Scata moved to appoint S. Farrick as WPCA Treasurer. H. Anderson seconded. Motion unanimously approved.

7.0 Old Business

Discuss and Act Upon Old Business

7.1 Contracts

7.1.1 Evoqua – S. Farrick provided information on bioxide system/providers. A discussion was held on renewing contract with Evoqua. C. Ely-DeCarlo will contact Evoqua to obtain letter from Evoqua agreeing to hold current rates for 2018-2019 contract.

7.1.2 F.R. Mahony – S. Farrick moved to accept one-year contract extension from F. R. Mahony for 2018-2019 at the same rate as 2017-2018, \$850 per service call. D. Hartley seconded. Motion unanimously approved.

7.2 Town of Hebron WPCA Budget 2018-2019 – A brief discussion was held on the proposed budget (rates) from Town of Hebron WPCA 2018-2019. S. Farrick suggested that Lebanon WPCA request to be put on the Hebron WPCA agenda in the Fall. C. Ely-DeCarlo will request clarification on 2018-2019 budget changes and ask that Lebanon WPCA be put on the Hebron WPCA agenda in the Fall.

7.3 Emergency Action Plan Procedures (5-Year Certification) – Discussed above with Item 5.3. A brief discussion was held on updating the Emergency Action Plan for Town of Lebanon WPCA.

8.0 Topics for Next Agenda – C. Morris-Scata stated that the meeting date for the next regular meeting needs to be changed due to scheduling conflict. Next meeting date was set for Thursday, June 7, 2018. Topics for the next meeting include: Standard Topics, Contracts (Evoqua/F. R. Mahony), USDA Reporting Requirements, Emergency Action Plan, Manhole Repairs, August Mailing, Hebron WPCA 2018-2019 rates.

9.0 Adjournment – C. Morris-Scata moved to adjourn the meeting at 8:33 p.m. D. Hartley seconded. 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.