

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
Town Hall – Lower Level Conference Room
Regular Meeting
Thursday, September 27, 2018 – 7:00 PM

MINUTES

1. Call to Order – Chairman C. Morris-Scata called the meeting to order at 7:03 p.m.
Members present: Chairman C. Morris-Scata, G. Lafontaine, D. Hartley, H. Anderson

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

Absent: S. Farrick, Treasurer
2. Correspondence
Discuss and Act Upon Correspondence Received – C. Ely-DeCarlo indicated no correspondence was received.
3. Minutes
Discuss and Act Upon:
 - 3.1 Approving the Minutes from July 26, 2018, Regular Meeting – G. Lafontaine moved to approve the Minutes from the July 26, 2018 Regular Meeting. H. Anderson seconded. Motion unanimously approved.
4. Field Agents Report
Discuss and Act Upon:
 - 4.1 Service Issues
 - 4.1.1 F. R. Mahony Service Call(s) – Field Agent, J. Nowosad noted most of the F. R. Mahony invoices included in the Invoice Approval Summary provided by Treasurer, S. Farrick, were for the Ryan Terrace issue previously discussed. J. Nowosad stated that there was a service call on Tuesday, September 25, 2018. Both J. Nowosad & F. R. Mahony responded to the call. Upon investigation, it was found that there was no alarm sounding and no one was home at the residence (310 Deepwood Drive). J. Nowosad discussed 29 Island Beach Road and a riser that was hit by the contractor, Kloter Farms, doing work at that address. C. Morris-Scata stated that an invoice needs to be sent to Kloter Farms for costs to repair damage. Administrator, C. Ely-DeCarlo will send invoice to Kloter Farms in the amount of \$1,845.00.
 - 4.1.2 Other Service Issues – J. Nowosad indicated a new hook up was performed at 461 Deepwood Drive today, September 27, 2018. He was able to oversee the work performed. There is also a property on Lakeview Heights that will be establishing service soon.
 - 4.1.3 J. Nowosad emailed a proposed maintenance schedule for flushing to Brandon Handfield for his review and input but has not received a reply. J. Nowosad will follow up with B. Handfield to obtain his feedback in a written statement. G. Lafontaine inquired about the cost for performing this maintenance noting that once estimated costs are received, monies can be budgeted for this purpose. J.

Nowosad will investigate the costs involved and stated that there are currently no contractors performing this type of work for the area towns contacted. Area towns do not have the same type of system as the Town of Lebanon WPCA. J. Nowosad provided members with a copy of the Flushing Maintenance Schedule. C. Morris-Scata stated that Joint Facilities would appreciate notification when flushing is being performed. A discussion was held on the flushing schedule and process. J. Nowosad noted that flushing would not be performed until spring 2019.

- 4.2 Manhole Repairs at Amston Lake – J. Nowosad stated there is nothing new to report. The bioxide manhole is the only one of concern at this time.

5. Financials

Discuss and Act Upon:

- 5.1 S. Farrick emailed Invoice Approval Summary Report which was provided to members along with a copy of the Effluent Processing Report. These reports were reviewed by members. J. Nowosad stated that there appears to be an issue with the flow meter and he will investigate the possibility of replacing the current magnetic meter. C. Morris-Scata noted that the Hebron Minutes dated September 11, 2018 indicated that the Town of Hebron WPCA will be billing Town of Lebanon WPCA an estimated amount of \$3,250.00 due to meter malfunction. This is an item that bears watching in the future. C. Morris-Scata also reviewed revenues received to date.

6. New Business

Discuss and Act Upon New Business

- 6.1 Hebron WPCA Meeting – C. Ely-DeCarlo presented the next two Town of Hebron WPCA meeting dates for consideration. C. Morris-Scata noted that the Town of Lebanon WPCA would like to meet with the Town of Hebron WPCA to discuss the fee structure and budget process used for billing the Town of Lebanon WPCA. The November 13, 2018 meeting date was selected by the Board. C. Ely-DeCarlo will contact the Town of Hebron WPCA to request the Town of Lebanon WPCA be added to the November 13, 2018 meeting agenda.
- 6.2 Meeting Dates for CY2019 – C. Ely-DeCarlo presented members with the proposed meeting dates for CY 2019. D. Hartley moved to approve the proposed meeting dates as presented. H. Anderson seconded. Motion unanimously approved. C. Ely-DeCarlo will provide B. Dennler, Administrative Assistance to the First Selectman, and M. Wieczorek, Town Clerk, with a copy of the approved WPCA meeting dates.

7. Old Business

Discuss and Act Upon Old Business

- 7.1 USDA Reporting Requirements – C. Morris-Scata presented the updated Emergency Response Plan & Vulnerability Assessment. A brief discussion was held on procedures to be followed should an emergency occur involving the Town of Lebanon WPCA. Chairman, C. Morris-Scata will retain a copy of the Emergency Response Plan & Vulnerability Assessment, one copy will be provided to the Selectman, Town of Lebanon, and the final copy will be retained by the Town of Lebanon WPCA Administrator.
- 7.2 August Mailing to Amston Lake Residents – C. Ely-DeCarlo noted that the August Mailing to Amston Lake Residents was completed.
- 7.3 52 Lakeview Heights – J. Nowosad stated there was nothing new to report at this time.

8. Topics for Next Agenda – Flushing Maintenance Plan and Costs, Magnetic Meter Replacement Options, Town of Hebron WPCA Meeting Issues, Trade Show Dates, Incident Reports, Standard Topics.
9. Adjournment – D. Hartley moved to adjourn the meeting at 8:14 p.m. H. Anderson seconded. Motion unanimously approved.

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