

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
TOWN HALL, LOWER LEVEL
Thursday, May 23, 2013 – 7:30 PM

MINUTES

Members Present: Brandon Handfield, Chairman, Yaw Nsiah, David Martin, Al Wilder, Steve Farrick, Dave Benjamin, (non-voting member), Paul Oliver (non-voting member)

Also: Brenda Bennett, WPCA Clerk, Atty. Ed O'Connell

1.0 Call to Order Regular Meeting - The Regular Meeting was called to order at 7:35 p.m. by the Chairman.

2.0 Public Comment –

2.1 Ron Niemczyk, 71 Spafford, expressed concerns with the inability to apply for an Electrical Permit with the Building Dept. for work on the Control Panel. The Commission explained that the Building Department cannot issue permits for any sewer work as an "Order to Connect" has not yet been issued by the WPCA. He stated that this will require him to pay additional fees for 2 separate electrical permits; is requesting an answer to previously asked question at 5/9/13 meeting regarding a possible Waiver on the Sewer Use Charge while he is rehabing the home and it does not have a C.O.; made a recommendation that the WPCA charge a Building Permit Fee for hookup of \$1.00.

2.2 Jim Bacha, Deepwood Drive, asked "When will the Order to Connect be issued as he would like to hookup because he is a seasonal property?". The Commission stated that the information will be put on the website and anticipates an answer by next Friday.

2.3 Steve Ushinski, USA Construction, Terryville, sewer contractor – wanted to know if the electrical work from the panel to the grinder pumps were completed? The WPCA responded "yes" and, also wants to obtain a copy of the skematics of the pump, specifically the g.p. gasket/grommet (further specifics will need to be obtained from the engineer); instructions/clarity on the crushing of existing septic tanks vs. filling the tanks. The WPCA recommended he contact the Sanitarian for further instructions; recommended the WPCA provide Standards and Steps for the process of work to be completed.

3.0 Approval of 4/25/13, 5/9/13 and 5/16/13 Meeting Minutes – Moved by Y. Nsiah and seconded by A. Wilder to approve the minutes of 4/25/13 with noted corrections: Noted for record, copies of the Benefit Assessment and User Fee Resolutions were provided as handouts to the public; page 1, Section 1.0 change "Spaffod" to "Spafford"; page 2, Section 1.0 change "proprated" to "pro-rated"; change seasonale to "seasonal"; page 3, 1% "monthly"; 5/9/13 Meeting Minutes with noted corrections: page 1, Section 5.1 add "The Collector of Revenue stated", this must be asked of your personal accountant; Section 5.1, last sentence change "or" to "for"; Section 5.2, remove the word "will"; page 2, Section 11.0 changed "Moved by Y. Nsiah" to "S. Farrick" and "seconded by D. Benjamin" to "P. Oliver"; Section 11.0 change "10:26 p.m." to "9:20 p.m." and 5/16/13 with noted corrcctions: due to a lack of a quorum, the Minutes were changed to "Notes". Motion unanimously approved.

4.0 Correspondence – dated 5/16/13, Caldwell & Lavery, Attorneys regarding Sewer Assessment Assumability”. They were instructed to go on the website and read the Resolutions.

5.0 Project Update –

5.1 There currently is no power to the flow meter and pump station and further testing is required at the bioxide station. The system is not a “functioning sytem” and this may be resolved by next Thursday, May 30th per Doug Braise, Fuss & O’Neill.

5.2 Certificate of Substantial Completion – A email will be sent to Kurt Mailman for an updated letter, once bioxide station and flow meter is operational.

5.3 Road paving – Per USDA, paving is reimbursable; areas of concern with paving and drainage have been marked, as well as some overlay areas and paving of remaining gravel roads; further determination is required on available monies remaining in the Grant; inquiries were made to hire Fuss & O’Neill on “separate time” for the remaining paving work to be completed.

5.4 Attorney Ed O’Connell provided a handout of instructions for Post Public Hearing Sewer Assessment /User Charge Procedure; for the next meeting, Atty. O’Connell was asked to prepare the Cover Letter outling step-by-step instructions for to connect to the sewer system; the Order to Connect aka “Permission to Connect”; and the newspaper legal notice publication.

6.0 Application Review – none.

7.0 Old Business - Sewer Use Fees and Assessment Resolutions – tabled to the next meeting.

8.0 New Business/Action Items:

Quality Data Service, Invoice #032865-666, 5/6/13, \$5,775.00. Moved by Y. Nsiah and seconded by S. Farrick to rescind the approval of 5/9/13 of Quality Data Service, Invoice #032865-666, 5/6/13, \$5,775.00 paid from Acct #100-437-5210. Motion unanimously approved.

Quality Data Service, Invoice #032865-670, 5/9/13, \$27.47. Moved Y. Nsiah and seconded by S. Farrick to rescind the approval of 5/9/13 of Quality Data Service, Invoice #032865-670, 5/9/13, \$27.47 paid from Acct #100-437-5210. Motion unanimously approved.

8.1 Quality Data Service, Invoice #032865-666, 5/6/13, \$5,775.00. Moved by Y. Nsiah and seconded by S. Farrick to approve payment of Quality Data Service, Invoice #032865-666, 5/6/13, \$5,775.00 paid from Acct #100-437-5320. Motion unanimously approved.

8.2 Quality Data Service, Invoice #032865-670, 5/9/13, \$27.47. Moved Y. Nsiah and seconded by S. Farrick to approve payment of Quality Data Service, Invoice #032865-670, 5/9/13, \$27.47 paid from Acct #100-437-5320. Motion unanimously approved.

8.3 Fuss & O’Neill, Invoice #0164891, 5/9/13, \$3,806.46. Moved by D. Martin and seconded by Y.Nsiah to approve payment of Fuss & O’Neill bill in the amount of \$3,806.46. Motion unanimously approved.

8.4 Dixworks, LLC, 5/2/13, \$150.00. Moved by D. Martin and seconded by Y. Nsiah to approve payment of Dixworks, LLC bill in the amount of \$150.00. Motion unanimously approved.

8.5 Chronicle Printing Co., Invoice #173, \$936.06 dated 4/30/13. Moved by S. Farrick and seconded by Y. Nsiah to approve payment of Chronicle Printing Co. bill in the amount of \$936.06. Motion unanimously approved.

8.6 Waller, Smith & Palmer, P.C., Bill #53255, \$1,777.50. Moved by B. Handfield and seconded by Y. Nsiah to approve payment of Waller, Smith & Palmer bill in the amount of \$1,777.50 for services through 4/30/13. Motion unanimously approved.

9.0 Treasurer's Report

9.1 Trial Balance Reports – to be provided to the Commission upon receipt from Finance Office.

10.0 Topics for next Agenda – possible Special Meeting on June 4th; post the Sewer Plan on town's website; Status Update from Fuss & O'Neill on Certificate of Substantial Completion.

11.0 Adjourn Regular Meeting. Moved by Y. Nsiah and seconded by D. Benjamin to adjourn the Regular Meeting at 9:30 p.m. Motion unanimously approved.

Respectfully Submitted,

Brenda Bennett, Clerk

Dated May 31, 2013 *(Minutes are unapproved as of transcription date.)*