

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
Town Hall – Lower Level
Monday, September 25, 2017 – 7:00 PM

MINUTES

Members Present: Chairman, C. Morris-Scata, Treasurer, J. Bendoraitis,
S. Farrick

Members Absent: H. Anderson, D. Hartley

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

1.0 Call to Order Regular Meeting – C. Morris-Scata, Chairman called the meeting to order at 7:02 p.m.

2.0 Public Comment – None to report

3.0 Minutes
Discuss and Act Upon:

3.1 Approving the Minutes from the August 8, 2017 Regular Meeting – J. Bendoraitis moved to approve the minutes from the August 8, 2017 Regular Meeting. S. Farrick seconded. Motion unanimously approved.

4.0 Correspondence – WPCA Administrator, C. Ely-DeCarlo, noted receipt of letter dated April 05, 2012 addressed to Alfred Oneill, Jr. marked “Return to Sender”. Administrator will research letter to obtain cross reference to local property address. J. Bendoraitis noted receipt of correspondence from Waller, Smith and Palmer relating to Article VIII – Penalties for Noncompliance and procedures for conducting a public hearing. A discussion was held on both topics.

5.0 Field Agents Report

5.1 Service Issues

5.1.1 F. R. Mahony Service Calls – J. Nowosad reported that F. R. Mahony (FRM) has been active this year. J. Nowosad has been out on a couple of electrical calls. There have been additional calls that may have been able to be handled by the Field Agent. A discussion was held on changes to the service call out process to have F. R. Mahony contact J. Nowosad for service calls received during regular work hours prior to F. R. Mahony scheduling a service call. J. Nowosad will contact F. R. Mahony to establish this process—F. R. Mahony will contact Field Agent, J. Nowosad, for service calls received during regular business hours. J. Nowosad will evaluate calls prior to F. R. Mahony scheduling a service call. C. Ely-DeCarlo will track service calls by address to establish a history for service

related issues. This is strictly a cost issue, not any dissatisfaction with FRM's service. Minor issues that may be able to be handled by the field agent would cost significantly less than the per call rate with FRM.

5.1.2 Other Service Issues – J. Nowosad presented cost estimates for obtaining a Job Box to be located at the Amston Lake Bioxide Station. The Job Box will be approximately 6' X 3' X 30" and will serve as storage for extra equipment and supplies. J. Nowosad reported that the estimated cost for this Job Box is \$700 - \$900. J. Bendoraitis moved to approve up to \$900. S. Farrick seconded. Motion unanimously approved.

5.2 Manholes Located at Amston Lake – J. Nowosad presented Request for Proposal for Manhole Riser Corrections. J. Nowosad explained specifications and requirements for this project. A discussion was held and members provided input. S. Farrick moved to accept Request for Proposal for Manhole Riser Corrections as amended and authorized publication for public bid. J. Bendoraitis seconded. Motion unanimously approved.

6.0 Financials

6.1 Treasurer's Report – WPCA Treasurer, J. Bendoraitis, presented the Treasurer's Report providing members with the financial activity in Accounts 235, 236, and 437. J. Bendoraitis also reviewed the Effluent Processing Report.

6.2 Invoices Received

6.2.1 F. R. Mahony invoices – S. Farrick moved to approve payment of (2) invoices received from F. R. Mahony in the amount of \$850.00 each. J. Bendoraitis seconded. Motion unanimously approved. Invoices will be charged to Account #235-5398.

6.2.2 Waller, Smith & Palmer, P.C. – J. Bendoraitis moved to approve payment of (2) invoices received from Waller, Smith & Palmer, P.C. in the amounts of \$30 and \$120.00. S. Farrick seconded. Motion unanimously approved. Invoices will be charged to Account #437-5468.

6.2.3 AutoZone – J. Bendoraitis moved to approve payment of AutoZone invoice (maintenance items for generators) in the amount of \$49.98. S. Farrick seconded. Motion unanimously approved.

6.3 Review of User Fees – J. Bendoraitis provided members with an overview of the User Fee Analysis Report. A discussion was conducted on the possibility of adjusting user fees. J. Bendoraitis provided members with financial options to consider prior to making changes to user fees. J. Bendoraitis moved to bring to public hearing in November a proposal to reduce user fee rates from \$657 per annum to \$400 per annum. S. Farrick seconded. Motion unanimously approved.

7.0 New Business

Discuss and act upon:

- 7.1 WPCA 2018 Schedule of Meeting Dates – C. Ely-DeCarlo presented members with a copy of the proposed WPCA 2018 Schedule of Meeting Dates. J. Bendoraitis moved to approve the WPCA 2018 Schedule of Meeting Dates. S. Farrick seconded. Motion unanimously approved.

8.0 Old Business

Discuss and act upon:

8.1 Billing Options for Misuse of Grinder Pumps

- 8.1.1 Draft Proposal for User Charges – J. Bendoraitis moved to bring to public hearing in November proposed amendment to Article VIII – Penalties for Noncompliance. S. Farrick seconded. Motion unanimously approved.

- 8.2 Joint Facilities Committee (JFC) Meeting Dates, Agendas, and Minutes – C. Ely-DeCarlo noted there was no activity to report for the JFC.

9.0 Topics for Next Agenda – Standard Topics, Preparation for Public Hearing, Discuss and Act Upon Quotes Received for Manhole Repairs

- 10.0 Adjournment – C. Morris-Scata moved to adjourn the meeting at 8:18 p.m. Motion seconded by S. Farrick. 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.