

Town of Lebanon  
WATER POLLUTION CONTROL AUTHORITY  
Town Hall Lower Level  
Thursday June 16, 2016 – 7:30 p.m.

SPECIAL MEETING MINUTES

Members Present: Yaw Nsiah, Chairman, Steve Farrick, and Dave Hartley  
Absent: John Bendoraitis

Staff: Cheryl Ely-DeCarlo, Administrator, Jason Nowosad, WPCA Field Agent

1.0 Call to Order – The Special Meeting of the WPCA was called to order at 7:33 p.m. by Chairman, Yaw Nsiah.

2.0 Public Comment –None

3.0 Minutes

3.1 Approval of Regular Meeting Minutes – 4/28/2016. Moved by S. Farrick and seconded by D. Hartley to approve the 4/28/2016 Regular Meeting Minutes as amended:

Field Agent's Report –“J. Nowosad, Field Agent, provided an update on the flow meter which is functioning properly” – “J. Nowosad requested WPCA purchase a professional grade snake for his use.”

Motion was unanimously approved.

4.0 Correspondence

4.1 Members were provided a copy of the proposed 2016-2017 flow charges submitted by the Town of Hebron, Water Pollution Control Authority. A discussion was held on the proposed charges and members questioned the 72% increase over last year's rate. WPCA will request, in writing, an explanation and justification for the increased flow charges.

5.0 Financials:

5.1 Treasurer's Report – No report.

5.2 Invoices Received – No invoices received requiring approval

5.3 Field Agent's 2016-2017 Compensation – Motion was made by D. Hartley to pay J. Nowosad, Field Agent, at an hourly rate equal to his compensation as a Building Official and seconded by Y. Nsiah. Motion unanimously approved.

6.0 Field Agents Report – J. Nowosad, Field Agent, had one call to report which was for a power outage. Flow meter readings were also performed. No other activity to report.

## 7.0 New Business

- 7.1 Election of new WPCA Treasurer – Motion was made by S. Farrick and seconded by D. Hartley to appoint J. Bendoraitis as the WPCA Treasurer. Motion unanimously approved.
- 7.2 Bids received for Grinder Pump Maintenance Contract – One bid was received from F. R. Mahoney Associates. Members reviewed the bids. J. Nowosad explained the Optional Bid Price – Per call vs Fixed Price Bid. A discussion was held on hourly/per call and fixed pricing options. Since there is no historical data, members agreed the fixed price pricing option was the best choice. Motion was made by D. Hartley to accept the bid from F. R. Mahoney Associates at the fixed pricing option and seconded by S. Farrick. Motion was unanimously approved. J. Nowosad will contact F. R. Mahoney Associates to notify them of the WPCA's decision. C. Ely-DeCarlo will notify Water Resource Technologies that their current contract expires on June 30, 2016.
- 7.3 Application for Sewerage Connection – Application was received from 40 Catherine Street. Application was reviewed and approved.
- 7.4 Y. Nsiah will be unable to attend meetings during the months of July and August. J. Bendoraitis will act on his behalf during this timeframe.

## 8.0 Old Business

- 8.1 Invoicing for grinder pump alarm response – C. Ely-DeCarlo presented copies of Grinder Pump Alarm Response Warning letter, Invoice –Grinder Pump Alarm Response letter, and sample copy of invoice to be used when billing customers for repairs made to grinder pumps (falling under the category of misuse). These documents will be posted to the WPCA website.
- 8.2 Penalty fee for new connections - Tabled
- 8.3 Grinder pump information magnet – Motion was made by D. Hartley and seconded by S. Farrick to approve purchase of 500 magnets (listing items that should not be placed into the sewer system or run through the grinder pump) from Recognition Products at a cost of \$470.00 for 500 magnets. Motion unanimously approved.

## 9.0 Topics for Next Agenda- Topics to remain the same.

10.0 Adjourn Regular Meeting – S. Farrick moved to adjourn the meeting at 8:34 p.m. D. Hartley seconded. Motion unanimously approved.

Respectfully Submitted By,  
Cheryl Ely-DeCarlo, WPCA Administrator  
June 17, 2016

(Minutes are unapproved as of transcription date.)