

**Town of Lebanon**  
**WATER POLLUTION CONTROL AUTHORITY**  
**REGULAR MEETING**  
Town Hall – Lower Level  
Wednesday, May 17, 2017 – 7:30 PM

MINUTES

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

Members Absent: D. Hartley

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

- 1.0 Call to Order Regular Meeting – C. Morris-Scata, acting as temporary chairman, called the meeting to order at 7:33 p.m.
- 2.0 Public Comment – None to report
- 3.0 Minutes  
Discuss and Act Upon:
  - 3.1 Approving the Minutes from the April 27, 2017 Regular Meeting –J. Bendoraitis moved to approve the minutes from the April 27, 2017 Regular Meeting. S. Farrick seconded. Motion unanimously approved.
- 4.0 Correspondence – Administrator C. Ely-DeCarlo noted receipt of correspondence from customer requesting information on property located at 481 Deepwood Drive and will provide appropriate response. J. Bendoraitis noted receipt of letter from Waller, Smith & Palmer, Attorneys at Law, regarding implementation of fees and/or charges for flushing banned items into sewer system.
- 5.0 Field Agents Report – J. Nowosad reported on the following:
  - 5.1 Service Issues – J. Nowosad reported a smooth start up period with no issues to report. Several new connections are in progress. Eric Hess delivered pumps and parts and made recommendation that WPCA have a shed (8' x 10') for storage of parts. As time progresses, and for accountability purposes, it will be advantageous to keep parts belonging to Lebanon WPCA in Lebanon. A storage unit was originally secured for this purpose but is no longer being rented. When issues arise, WPCA may want to reconsider this option. J. Nowosad also noted that he would be handling basic service calls. F. R. Mahony will handle technical calls.
  - 5.2 Manholes located at Amston Lake – J. Nowosad reported the cost for replacing problem manholes (manhole riser not sealed) is approximately \$10,000. All manholes have not been opened and inspected, however, this will be completed and reported back to WPCA. J. Nowosad recommended that the Bioxide manhole be repaired as soon as possible. If there are any other manholes that need to be repaired, it would make sense to complete repairs when repairing

the Bioxide manhole. J. Nowosad noted that the best time complete these repairs is late fall (before the asphalt plants close) or early spring.

J. Nowosad will check manholes to identify those with issues and report back to WPCA prior to the August meeting.

## 6.0 Financials

6.1 Treasurer's Report – WPCA Treasurer, J. Bendoraitis presented the Treasurer's Report providing members with a list of properties on the tax sale list along with the balance in Accounts 235, 236, and 437. The following items were also noted under account 235:

- Replace Grinder Pumps Reserve Established
- Emergency Reserve Established
- Undedicated Fund Balance

J. Bendoraitis also provided members with a copy of the Delinquent Report for User Fees and the report was reviewed. Effluent Processing Report was also reviewed including projected flow/rate for 2017-2018.

6.2 Invoices Received – Invoices received and submitted for payment were noted.

6.3 Town of Hebron WPCA flow charges for 2017-2018 – J. Bendoraitis stated the Hebron WPCA proposed flow charge for 2017-2018 is \$7.36 per thousand gallons. C. Ely-DeCarlo stated that K. Kelly, Hebron WPCA Administrator, advised that a public hearing will take place in Hebron on June 13, 2017 to adopt the proposed budget and rate.

6.4 Review of User Fees – J. Bendoraitis presented a User Fee Analysis. The analysis was reviewed and a discussion was conducted on the possibility of adjusting user fees. Further analysis is necessary and this topic will be discussed at future meetings.

## 7.0 New Business

Discuss and act upon:

7.1 Evoqua Bioxide Contract for 2017-2018 – C. Ely-DeCarlo noted that the Evoqua Bioxide Contract expires on June 30, 2017. Evoqua is reviewing current contract and will submit proposed 2017-2018 Bioxide Contract to WPCA.

7.2 60 West Island Beach Road – Grinder Pump/Easement – No action required at this time.

## 8.0 Old Business

Discuss and act upon:

8.1 Billing Options for Misuse of Grinder Pumps – J. Bendoraitis reviewed letter received from Waller, Smith & Palmer regarding imposing a fee or charge upon owners of property who deposit banned items into the sewer system. It was noted that WPCA must hold a public hearing before any such changes are established or revised. A discussion was held on the possibility of including both revisions to user fees and misuse charges at a public hearing. S. Farrick volunteered to create a draft proposal for user charges for pump damage

caused by flushing banned items//material. This item is tabled to the next meeting.

8.2 Appointment of WPCA Chairman – J. Bendoraitis motioned to nominate C. Morris-Scata to serve as Chairman of the WPCA. S. Farrick seconded. Motion unanimously approved. C. Morris-Scata accepted nomination to the position of Chairman WPCA.

8.3 Correspondence from Waller, Smith & Palmer – 391 Deepwood Drive – A discussion was held on this correspondence and it was determined that no further action is required.

9.0 Topics for Next Agenda – Standard Topics, Evoqua Bioxide Contract, Billing Options for Misuse of Grinder Pump System. Review of User Fees

10.0 Adjournment – J. Bendoraitis moved to adjourn the meeting at 8:45 p.m. 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.