

Town of Lebanon
WATER POLLUTION CONTROL AUTHORITY
SPECIAL MEETING
Town Hall – Lower Level
Tuesday, August 8, 2017 – 7:00 PM

MINUTES

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

Members Absent: H. Anderson

Staff Present: C. Ely-DeCarlo, WPCA Administrator

- 1.0 Call to Order Regular Meeting – C. Morris-Scata, Chairman called the meeting to order at 7:01 p.m.
- 2.0 Public Comment – None to report
- 3.0 Minutes
Discuss and Act Upon:
 - 3.1 Approving the Minutes from the June 22, 2017 Special Meeting – J. Bendoraitis moved to approve the minutes from the June 22, 2017 Regular Meeting. D. Hartley seconded. Motion unanimously approved.
- 4.0 Correspondence – WPCA Administrator, C. Ely-DeCarlo, noted receipt of notification from the State of CT Department of Transportation regarding Tentative Pavement Preservation Program for the 2018 Construction Season. No action is required by the WPCA. C. Ely-DeCarlo will forward to Public Works Department. J. Bendoraitis noted receipt of email from Waller, Smith and Palmer.
- 5.0 Field Agents Report – Field Agent J. Nowosad was not present. No report.
- 6.0 Financials
 - 6.1 Treasurer's Report – WPCA Treasurer, J. Bendoraitis, presented the Treasurer's Report providing members with the balance in Accounts 235, 236, and 437. J. Bendoraitis also reviewed the Effluent Processing Report and User Fee Analysis Report.
 - 6.2 Invoices Received – Invoices received and submitted for payment were noted.
 - 6.2.1 F. R. Mahony invoice in the amount of \$317.50 was corrected to \$850.00 as per 2017-2018 service contract and resubmitted by F. R. Mahony. Date of service was not included on the invoice.
 - 6.2.2 F. R. Mahony invoice in the amount of \$914.95 was corrected to \$850.00 as per 2017-2018 service contract and resubmitted by F. R. Mahony. Date of service was not included on the invoice.

C. Ely-DeCarlo stated that she contacted F. R. Mahony via email and phone requesting they provide corrected invoices with the dates of service included. D. Hartley moved to authorize WPCA Treasurer to make payments to F. R. Mahony for the two invoices in the amount of \$850.00 each as soon as WPCA receives corrected invoices with dates of service. 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.
- 6.4 Charges to Catastrophic Reserve – A discussion was held on identifying items that should be charged to the Catastrophic Reserve (Contingency) Account and items that should be charged to Operations & Maintenance. S. Farrick suggested that unexpected expenditures over a determined amount should be charged to the Catastrophic Reserve (Contingency) Account. Members suggested an amount of \$5,000.00. S. Farrick will create a definition for items to be charged to the Catastrophic Reserve (Contingency) Account and present this definition to members for approval at the next WPCA meeting.

7.0 New Business

Discuss and act upon:

- 7.1 Correspondence Received from Waller, Smith & Palmer – J. Bendoraitis reviewed email received from Waller, Smith & Palmer regarding process to follow for implementing a proposed revision to the WPCA's sewer use charges. A discussion was held on this process. In addition to published notification, it was suggested that letters be sent to every Amston Lake sewer user. This item was tabled to the next WPCA meeting.

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 - S. Farrick presented members with a draft proposal for billing customers for pump damage caused by flushing banned items//material. A discussion was held on the draft proposal presented. S. Farrick will incorporate changes recommended by members and will email the revised draft to members for review.

- 8.2 Joint Facilities Committee (JFC) Meeting Dates, Agendas, and Minutes – C. Ely-DeCarlo provided members with the Joint Facilities 2017 meeting dates along with a copy of the JFC approved minutes for the May 16, 2017 meeting and regular meeting agenda for the July 18, 2017 JFC regular meeting. C. Ely-DeCarlo will provide members with copies of the JFC agendas and meeting minutes for all future JFC meetings.

8.3 WPCA Meeting Dates, Times, and Locations – C. Ely-DeCarlo presented members with a copy of the revised WPCA meeting schedule. J. Bendoraitis moved to accept the revised WPCA meeting schedule. D. Hartley seconded. Motion unanimously approved.

J. Bendoraitis moved to cancel the August 24, 2017 WPCA Regular Meeting. D. Hartley seconded. Motion unanimously approved.

9.0 Topics for Next Agenda – Standard Topics, Billing Options for Misuse of Grinder Pump System, Review of User Fees, Joint Facilities Committee

10.0 Adjournment – J. Bendoraitis moved to adjourn the meeting at 8:17 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.