Minutes of the Public & Regular Monthly Meeting of the
Suffield Water Pollution Control Authority & Treatment Facility

November 09, 2021

MEMBERS PRESENT: Chairman
Janet Davis
Members:
Jeff Davis
Dan Holmes
Roger Ives
John P. Murphy
Chris Rago

ALSO PRESENT:
Jamie Kreller, Superintendent
Julie Nigro, Business Administrator
Kalm Mounir, Assistant Business Administrator
Mike Headd, Engineer Woodard & Curran
Andrew Lord, WPCA Attorney
Andrew Barsom, WPCA Attorney

1. **CALL TO ORDER:** Chairman Janet Davis called the Regular Monthly Meeting for November 09, 2021 to order, directly following the Public meeting, which opened at 7:03 p.m. with all present, except Frank Bauchiero. Also present, Superintendent Jamie Kreller, Business Administrator Julie Nigro, Assistant Business Administrator Kalm Mounir, Mike Headd Engineer (Woodard & Curran), Andrew Lord WPCA Attorney, as well as Andrew Barsom WPCA Attorney and Attorney Hugh Murray (via phone).

2. **CITIZEN INPUT:** -None

3. **APPROVAL OF MINUTES**
   - Jeff Davis advised that a correction was needed under New Business, item 9, 2nd bullet - "480 & 490 Thrall Avenue" should be "480 & 490 Hickory Street". He added that tonight's agenda should be adjusted as well.
   -Jeff Davis motioned to approve the Regular Monthly Meeting Minutes of October 12, 2021, with the changes he suggested.
   -John seconded the motion
   -The motion passed

4. **EXECUTIVE SESSION: – TO DISCUSS CONTRACTS**
   -Chris Rago motioned to enter into Executive Session to discuss Contracts at 7:06 pm with the all present with the exception of Engineer Mike Headd and Attorney Andrew Barsom. Also present was Attorney Hugh Murray via phone.
   - Jeff Davis seconded the motion.
   The motion passed unanimously.
   - Jeff Davis motioned to enter back into Regular Session at 7:45 pm.
   - John Murphy seconded the motion
   - The motion passed unanimously.

5. CHANGES TO THE AGENDA:

- Jeff Davis motioned to add Fiddlehead Fields to New Business under 10D and create a new item 10E to discuss the Tentative Agreement with the Union. Additionally, 10B should be changed from "480 & 490 Thrall Avenue Assessment Discussion" to "480 & 490 Hickory Street Assessment Discussion" and move it to 5A.
- John Murphy seconded the motion
- The motion passed unanimously

5A. 480 &490 HICKORY STREET ASSESSMENT DISCUSSION: -

- The sewer assessment for 480 & 490 Hickory Street was discussed.
  - Jeff Davis motioned to defer the Assessments for 480 & 490 Hickory Street until the May, 2022 meeting.
  - John Murphy seconded the motion
  - The motion passed unanimously

Janet Davis requested a motion to move the Business Administrator's report to Item 5B.

- Jeff Davis motioned to move the Business Administrator's report to Item 5B.
- John Murphy seconded the motion
- The motion passed unanimously

5B. BUSINESS ADMINISTRATOR'S REPORT

- $7,729 was collected on the Major Delinquent list, or 7.86% of the total in the month of October.
- Two accounts have paid in full since last month
- The overall delinquent balance is $195,989.38, with $118,641.39 being the 2021 Sewer Use. Our collection rate is 92.75% through the end of October. Last year's was 91.14% at this time.
- On the Major Delinquent list, a customer is unable to pay the required amount per the policy. She has been in touch with Attorney Barsom. Ms. Nigro asked if the commission wishes to escalate collections efforts.
- Chairman Janet Davis stated that the policy applies to all customers, and all must be treated equally.
- Attorney Barsom stated he has spoken with the woman, and he recalls she still has a mortgage on the property. He could initiate the foreclosure process, and this typically triggers payment by the mortgage company.
- The commission agreed to pursue this per the policy.
- Attorney Barsom left the meeting at 8:15 pm.
- Julie Nigro stated the September variance report shows accrued expenses – which include the front-loaded expenses; September's report shows we are 85% unexpended versus an expected 75% - indicating we're well within our budget.
- Julie Nigro states that she hasn't heard anything more from the auditors.

6. CHAIRMAN'S UPDATE: None

7. TREASURER'S REPORT:

- Roger Ives summarized the Administration (O&M) bills included in the packets, for a total of $111,732.93 for 2021/2022 – which included additional bills totaling $4,953.45 summarized below:

Suffield General Fund $1,915.60	September-RETIREE BLUE MEDICARE RX
Andrew Lord, Attorney $1,260.00	Legal services-October 2021
Tri State Diesel	INV 132423 PO#112-2019 Vactor Kenworth- -annual inspection & preventative maintenance $1,172.85
Electric Motor Service & Sales Inc	INV 95938-Troubleshoot and Test Gearmotor. Check control-adjust speed on unit #2 to match unit # 1.-PO#111 $496.00
Cintas	INV 9152185047-Reviver AED monthly agreement- NOV 2021 $109.00

Total

$4,953.45

- Roger Ives reported Accounts Payable from the RCM Accounts for the 2021/2022 budget of $45,735.94
- Lastly, Roger Ives reported October's payroll of $73,714.10 from the Administration account.

-Jeff Davis motioned to accept the Treasurer's report and disperse accordingly.
-John Murphy seconded the motion.
-The motion passed unanimously

- Janet Davis addressed additional bills not included in the Treasurer's report- Deep Brook Harbor (reimbursement) – emergency tree removal - $2,658.75

-Dan Holmes motioned to Pay Deep Brook Harbor as reimbursement for emergency tree Service in the amount of $2,658.75
- Roger Ives seconded the motion.
-The motion passed unanimously

- Two invoices from Metzger Lazarek & Plumb (Town's Labor Attorney) for $1,406.00 and $304.00, totaling $1,710.00

-Jeff Davis motioned to forward the bills to the Town because the WPCA Members did not hire the firm Metzger Lazarek & Plumb, and the WPCA does not have a contract

with Metzger, Lazarek & Plumb. The WPCA Members stated clearly that we did not want Attorney Lazarek to negotiate the Union contract, but instead wanted Attorney Murray to negotiate the contract.
-John Murphy seconded the motion
-The motion passed with Chris Rago opposed

8. STAFF REPORTS:

a. Superintendent's Report-

Jamie Kreller reported on the following:

- Jamie Kreller stated our Nitrogen average 2 months ago was 31 pounds and it's down to 11 pounds in October.
- Chief Operator Alex Kaminski and Operator Mike Koczera completed several online live training courses.
- The "After Hours Call-Ins" are down this month
- Mr. Kreller stated he completed the annual Nitrogen Survey with the help of the Business Administrator. DEEP uses this information to determine our nitrogen credit at the end of the year.
- DMRQA 41 (Discharge Monitoring Report-Quality Assurance) testing is from April - August. The study was completed, and results sent to Connecticut DEEP. EML, which performs our permit required testing, also passed the DMRQA tests. The DMRQA evaluates the analytical ability of the laboratories that perform self-monitoring analyses required by their NPDES permit.
- Filed SSO (Sanitary Sewer Overflow) report with DEEP for the blockage on the Quail Run Easement
- Maintenance - Sewer line cleaning - completed 12 miles this year and 310 manhole inspections.
- PS#4 & PS#5 - With the help of our electrician, the pump controls were repositioned from the bottom of the dry well to the main floor so they will not be damaged. The controls were too deep at 20-25 feet, and it is costly to replace them. This was also done to avoid employees entering the confined space.
- Jamie Kreller plans to report about his trip to Chicago, at the December WPCA meeting.

9. OLD BUSINESS:

a. **Kent Farm Study** – Mike Headd Engineer (Woodard & Curran) stated he is meeting with DEEP this week.

b. **Thompsonville/Cassotta SSE** – Mike Headd stated they would like to get the Bid out in January, while the ground is still cold – decreasing any damage to the easement. Jamie Kreller stated a Notice of Intent (NOI) letter will be sent to the homeowners in that area. Jamie Kreller stated he's working with Flow Assessment for 186 homes to be inspected for sump pumps. Smoke testing will be conducted on: Second, Third, Fourth, Cross Street; Overhill, and Woodbridge

c. **Stony Brook Study-** Mike Headd stated he sent the video of Stony Brook during the October storm to DEEP, and is awaiting a meeting with DEEP.

d. **Lake Congamond Study** – Mike Headd stated we're in the Regulatory phase of things now. Discussions regarding assessments and use rate are being considered. They're close to having the report submitted.

e. **Proposed Sewer/Drainlayers Contractor License Application Fee of $75.00 per year**
-Jeff Davis motioned to approve the Proposed Sewer/Drainlayers Contractor License Application Fee of $75.00 per year.
- John Murphy seconded the motion.
-The motion passed unanimously

10. NEW BUSINESS:

a. **2022 WPCA Meeting Schedule -**
-Jeff Davis motioned to approve the 2022 WPCA meeting schedule
- John Murphy seconded the motion.
-The motion passed unanimously

b. **Cadence**– Jamie Kreller explained
Cadence is a small operation that will have approximately 60 gallons of wastewater per day going into the sewer. The wastewater is from the citric passivation process used at Cadence. Based on the analysis of the wastewater, which Mr. Keller indicated that it would not adversely affect the plant treatment system. DEEP still needs to evaluate this.
-Jeff Davis motioned for approval to send the wastewater to the sewer system for treatment; but is subject to change per DEEP recommendations.
-John Murphy seconded the motion.
-The motion passed unanimously

c. **Fiddlehead Fields** - Low pressure system put in 2017/2018. Their bond was never reduced, although they were accepted into our sewer system in 2018. We're beyond the 1-year warranty period, and Jim Seruda requested the entire bond of $44,060 be released.
-Janet Davis motioned to approve the release the full bond of $44,060.00
-John Murphy seconded the motion.
-The motion passed unanimously

d. **Tentative Agreement-**

- Janet Davis suggested the following corrections to the Tentative Agreement:
  - ❖ The first paragraph be corrected from "the Town of Suffield and Suffield WPCA" to "the Town of Suffield, the Suffield WPCA, and the United Electrical, Radio and Machine Workers of America (UE) Local 222, CILU Local #5".
  - ❖ Page 8, section 8.3, #5, correct "STD benefits shall begin" (short term disability) to "LTD benefits shall begin" (long term disability).
  - ❖ Page 16, correct "Tentative Agreement reached between the Town of Suffield and WPCA" to "Tentative Agreement reached between the Town of Suffield, Suffield

WPCA, and the United Electrical, Radio and Machine Workers of America (UE) Local 222, CILU Local #5Union".

- ❖ Page 16 – change from "Tentative Agreement reached between the Town of Suffield and WPCA" to "Tentative Agreement reached between the Town of Suffield, the Suffield WPCA, and the United Electrical, Radio and Machine Workers of America (UE) Local 222, CILU Local #5Union Union".
- ❖ Page 16 – the signature area should also include "For the Suffield WPCA" between "For the Town" and "For the Union".

-Janet Davis motioned the members accept the Tentative Agreement with the aforementioned corrections. Attorney Murray will provide a letter to the WPCA Members with the changes. The letter will be submitted to the town.
-John Murphy seconded the motion
-The motion passed unanimously.

ADJOURNMENT:

- Jeff Davis motioned to adjourn the Regular Meeting of November 9, 2021 at 8:47 pm.
- John Murphy seconded the motion.
- The motion passed unanimously.

Respectfully submitted,

Kalm Mounir, Assistant Business Administrator