

CROMWELL WATER POLLUTION CONTROL AUTHORITY
PUBLIC HEARING & REGULAR MEETING
MONDAY, AUGUST,10 2015
7:00 PM ROOM 224/225
Minutes

1. Call Public Hearing to Order

Chairman Alice Kelly called the Public Hearing to order at 7:00 PM.

2. Introduction of Authority Members

The Authority members introduced themselves as follows: Chairman Alice Kelly, Vice Chairman Eric Zeilor, Member Timothy Griffin, Member Kenneth Slade
Alice Kelly introduced Sewer Administrator Richard Peck and Commission Clerk Sarah Voog.

Excused: Member Robert Jahn

3. Reading of the Call of Hearing

Notice is hereby given that the Cromwell Water Pollution Control Authority will hold a Public Hearing, at which all parties desiring to be heard will be afforded the opportunity to be heard, at 7:00PM in Room 224/225 of the Cromwell Town Hall, 41 West Street, Cromwell, Connecticut, 06416 on August 10, 2015.

1. For the purpose of considering the establishment, making and levying of certain assessments for a portion of the cost of laying out and constructing a trunk and local sanitary sewer system project and extensions thereof and extensions thereto.

A copy of the Proposed Caveat/Final Assessments to be considered at said Public Hearing is on file and available for inspection at the office of the Cromwell Town Clerk. No other assessments will be considered at said Public Hearing.

CROMWELL WATER POLLUTION CONTROL AUTHORITY

By: Alice Kelly, Chairman

Dated at Cromwell, Connecticut

July 23, 2015

Sarah Voog read the call of the hearing into the record.

4. Citizen Comments

The purpose of this hearing is to receive comments on the item(s) in the call only, comments on other matters will not be allowed. To be fair to all those in attendance a time limit of five (5) minutes for each comment will be established, a person speaking that has met the limit will have to wait until all others have commented to be recognized again. All persons commenting must identify themselves by name and address so that their comments can be recognized in the meeting's recording.

Alice Kelly asked if there were any citizen comments and there were none.

5. Read Any Correspondence Into Record

Chairman Kelly asked if there was and correspondence to consider and there was none.

6. Close Hearing - Thank all in Attendance

Chairman Kelly thanked those in attendance and made a motion to close the Public Hearing at 7:03 PM, 2nd by Eric Zeilor.

All in Favor. Motion Passed.

Regular Meeting - Minutes

1. Call to Order

Chairman Alice Kelly called the meeting to order at 7:03 PM.

2. Roll Call and Seating of Alternates

Present: Chairman Alice Kelly, Vice Chairman Eric Zeilor, Members Timothy Griffin & Kenneth Slade

Also Present: Sewer Administrator Richard Peck, Sewer Accounting Clerk Sarah Voog

Excused: Robert Jahn

3. Approve/Amend Agenda

Timothy Griffin noted the minutes meeting date of June 8, 2015 should have been July 13, 2015 and asked to have the agenda amended. Sarah Voog noted the correct meeting minutes were in the agenda packet.

Timothy Griffin made a motion to accept the amended agenda, 2nd by Kenneth Slade.

All in Favor. Motion Passed.

4. Approve/Amend Minutes

a. July 13, 2015 Regular Meeting

Kenneth Slade made a motion to accept the July 13, 2015 minutes as presented, 2nd by Timothy Griffin.

All in Favor. Motion Passed.

5. Report of Chairman

a. Member's Report - None

b. Staff Report

Rich Peck reported that two copies of the Final I/I Report were mailed to DEEP on July 23, 2015 along with a coverletter as part of the Clean Water Funding (CWF) request requirements. Eric Zeilor asked that the coverletter be put in next month's meeting packet. Rich Peck agreed to do so.

6. Citizen Comments

Chairman Kelly asked if there were any citizen comments and there were none.

7. New Business

None

8. Old Business

a. Discussion/Action Proposed 2015 Caveat/Final Assessments

Sarah Voog reviewed the proposed assessment charges for 5 Pasco Hill Road and 1 Willowbrook Road and explained that they consist of outlet charges for the improvements as follows:

Service Address	Account #	Owner of Record 1	Lateral	Outlet	Unit	Total	A
5 Pasco Hill Rd	252020-01	Pasco Hill Holdings LLC	0	28,920	0	28,920	
1 Willowbrook Rd	251954-01	JKE Property LLC	0	7,579	0	7,579	*

Eric Zeilor made a motion to approve the 2015 Caveat and Final Assessments for trunk and local sanitary sewers and extensions, thereof and additions thereto, as presented, 2nd by Timothy Griffin.

All in Favor. Motion Passed.

b. Northwoods Estates (Bucks Crossing & Fawn Run), Phase 1- Pending Release
Rich Peck said that he expects the punchlist item to be completed by the next meeting; otherwise the project is status quo.

9. Bills and Correspondence

a. Cardinal Engineering Associates Request for Payment of Invoice 2168/14 in the Amount of \$2,100.

Rich Peck reviewed the invoice with the members. Sarah Voog said she contacted CEA and asked them to finalize invoicing for the project so that it can be reviewed for approval at the September meeting.

Eric Zeilor made a motion to approve invoice 2168/14 in the amount of \$2,100 based on Sarah Voog's communication with CEA and on the recommendation of the Sewer Administrator Richard Peck, 2nd by Kenneth Slade.

All in Favor. Motion Passed.

10. Financial Reports

a. Receivables/Delinquent Assessment & Usage Account Updates
Reviewed, No Action.

b. Budget Update Revenues/Expenditures – Assessment, Usage & CNR
(FY 2014-2015 & FY 2015-2016)

1. 2014-2015 FYE Line Item Transfer Requests - R Peck Memo

Rich Peck reviewed each of the line item requests as follows:

\$1,275.75	<u>From:</u>	15803000-71200	Part-Time Wages
\$303.26	<u>To:</u>	15803000-71100	Regular Wages
\$500.39	<u>To:</u>	15803000-71300	Overtime Wages
\$472.10	<u>To:</u>	15803000-76260	Gasoline & Other Fuels

Timothy Griffin asked if the fuel prices were put out to bid and Rich Peck said each calendar year the Public Works Director locks in the lowest prices. He also noted that the prices can't be negotiated on the Town's fiscal year as the industry does not do it that way.

Timothy Griffin made a motion to approve the \$1,275.75 in line item transfers as request by Sewer Administrator Richard Peck, 2nd by Kenneth Slade.

All in Favor. Motion Passed.

c. Bond & SIF Status

Rich Peck reviewed the three projects on the status reports. Alice Kelly asked that the reports be reviewed by staff to clarify their content for the public.

11. Miscellaneous

Eric Zeilor asked if there would be enough funds for the Shunpike Road State repaving project and Rich Peck said there are a total of 17 manholes, which in a worst case scenario, may need to be redone by a private contractor. He said each manhole could cost about \$1,200 a piece and that he budgeted \$20,000 for the project. He said they will be allowed to work alongside the State workers on this project and he can't see all of the manhole needing to be redone, but that it is up to the State to approve them based on their road specifications.

Eric Zeilor asked if all the sewer easements are up to speed and properly maintained. Rich Peck said there are a few easements from the 70's where there isn't a completely clear path, but that all the manholes are accessed and maintained. He said some people mow the easements on their property as it works better for them.

Eric Zeilor asked if the pumpstations are all properly fenced and secured so no one can slip under or something like that. Rich Peck said the pumpstations that need fencing have them and each pumpstation is well maintained and securely locked.

12. Adjournment

Timothy Griffin made a motion to adjourn the meeting at 7:33 PM, 2nd by Eric Zeilor.

All in Favor. Motion Passed.

Respectfully Submitted By,

Sarah A. Voog
CWPCA Commission Clerk