

CROMWELL WATER POLLUTION CONTROL AUTHORITY
ANNUAL MEETING
MONDAY, JULY 13, 2015
7:00 PM ROOM 224/225
MINUTES

1. Call to Order

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

2. Roll Call and Seating of Alternates

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

Also Present: Town Council Liaison Richard Newton, Sewer Administrator Richard Peck, Commission Clerk Sarah Voog

Chairman Kelly introduced new member Kenneth Slade to those assembled.

3. Approve/Amend Agenda

Robert Jahn made a motion to approve the agenda, 2nd by Eric Zeilor.
All in Favor. Motion Approved.

4. Election of Officers

Sarah Voog stated the current officers as Chairman Alice Kelly and Vice Chairman Eric Zeilor. Nominations were opened to the floor and the members. Robert Jahn nominated Eric Zeilor for Chairman, which Eric Zeilor respectfully declined because his work commitments have him out of town frequently and he may not be available to make decisions quickly enough or attend some of the meetings.

Timothy Griffin nominated Alice Kelly for Chairman, 2nd by Eric Zeilor.

There were no other nominations for Chairman. Robert Jahn closed the nominations for Chairman. Alice Kelly nominated Eric Zeilor for Vice Chairman 2nd by Timothy Griffin.

There were no other nominations for Vice Chairman. Robert Jahn closed the nominations for Vice Chairman.

Robert Jahn made a motion to approve Alice Kelly for Chairman and Eric Zeilor for Vice Chairman, 2nd by Timothy Griffin.

All in Favor. Motion Passed.

5. Approve/Amend Minutes

a. May 11, 2015 Regular Meeting

Robert Jahn made a motion to approve the minutes as presented, 2nd by Eric Zeilor.

Vote: Yes: Alice Kelly, Eric Zeilor, Robert Jahn, Timothy Griffin

Abstain: Kenneth Slade (not present for minutes meeting)

6. Report of Chairman

a. Member's Report

b. Staff Report

There were no member or staff reports not covered on the agenda.

7. Citizen Comments

None

8. New Business

a. Cardinal Engineering Presentation-Request Approval of Amendment 3 for I & I Study Warren Baethge of Cardinal Engineering Associates (CEA) gave a presentation on the Final Infiltration/Inflow (I/I) Study Update. He said they were hired because the CWPCA believed there was an I/I problem in some areas of the system. He noted that in 2012 CEA's initial findings, presented to the CWPCA, did not show flows in excess of 4000gpd/in mile in any basin, which is the benchmark for what is considered excessive. He said as a result flow metering was performed in 18 smaller sub-basins in March and May of 2013 and that data appeared to show excessive flow in sub-basin 3B & 4D. He said after additional flow monitoring, in 2013 & 2014, it was confirmed that only 3B exhibited areas of excessive I/I. He noted that video and manhole inspections did confirm that there still exists the potential for significant sump pump connection (inflows) and a number of minor pipe structures as sources of significant infiltration. He offered CEA's recommendation to improve I/I within the system to include investigation and determination of sump pump connections that may lead to adopting and enforcing a policy/program that would allow the CWPCA to disconnect confirmed sump pump connections. He presented an example of a property owner assistance program for those sump pumps requiring disconnection. He also suggested cutting lateral connection flush with the main pipe to allow for relining as well as sealing or replacement of manholes with infiltration issues. Discussion was held on CTDEEP Clean Water Funding for eligible and ineligible rehabilitation costs. He indicated that the Final Update Report would need to be accepted and then it would be sent to CTDEEP for review and acceptance. He said in the meantime, it would be prudent to proceed with critical ineligible work to be performed by CWPCA field forces or private contractor(s). Mr. Baethge noted that once CTDEEP issues a written acknowledgement of eligible excessive I/I as indicated in the Report the Authority would enter into a new agreement with CEA to design and prepare construction drawings and specifications along with estimated construction costs for submission with a Clean Water Fund (CWF) application for reimbursement of eligible rehabilitation costs. Some discussion was held on the presentation content.

Joseph Cermola III reviewed Amendment No.3, going over the modifications from the original request made in June 2015. He noted that approximately \$5,900 of funds are available to cover work already performed. Rich Peck said that additional flow metering from 5 meters was needed that was not included in the original agreement as well as recalibration/reinstallation of the meters due to anomalies in the original meter data. He also said that work to address the EPA inspection requirements were unexpectedly needed that resulted in costs not initially included. Rich Peck then verified that two copies of the Report and the submission of the CTDEEP application for CWFs are part of Amendment No. 3. Discussion was held on the approval of Amendment No.3.

Eric Zeilor made a motion to approve an increase to Cardinal Engineering Associates' purchase order in the amount of \$9,565 as stated in Amendment No. 3 for I/I, SSES and printing cost for work already completed, per the recommendation of the Sewer Administrator Richard Peck, and to approve the Chairman of the CWPCA to sign Amendment No.3, 2nd by Timothy Griffin. All in Favor. Motion Passed.

Robert Jahn made a motion to accept the Final Infiltration/Inflow Study Report as presented and to approve the submission of the Report to CTDEEP, on the recommendation of the Sewer Administrator Richard Peck, 2nd Eric Zeilor. All in Favor. Motion Passed.

b. EPA Report – Discussion (Separate Packet)

Rich Peck read the 2-page coverletter of the EPA Inspection Report (Inspection date November 18 & 19, 2014) to the Authority members. He said that he will be addressing the EPA Inspector's request for additional information on I/I rehabilitation and will be responding now that the final I/I report has been received from Cardinal Engineering. He noted that he is working on a more comprehensive standard operating procedure (SOP) for pump station maintenance, but also said that a very good job is being done of cleaning and maintaining the pump stations and the entire sewer system. He said that since 2008 there have only been four sewer system overflows (SSOs) to report to CTDEEP. He also said that each of those SSOs were responded to immediately, by sewer field personnel, and reported to CTDEEP within the two-hour window required. He commented that the entry into the software program may have occurred at another time, but the reporting procedure is in complete compliance. He said that it was recommended, by the EPA, to clean the grease out of the pump stations more often and that he plans to implement a procedure to clean them at least twice a year. Rich Peck said he will be working on a plan to closed circuit television (CCTV) the remainder of the sewer system. He commented that according to the Report the EPA acknowledged there are concerns that staffing may be inadequate to meet the CMOM goals.

Alice Kelly asked to have a fats, oil & grease (FOG) press release in the paper to remind the public of the problems and cost involve with treating FOG.

c. Annual Assessment Review for August Public Hearing

Sarah Voog presented the two 2015 assessments to go to public hearing, She explained the current "Rule of Apportionment" (ROA) that is based on the consumer price index (CPI) and reviewed each assessment as follows:

1 Willowbrook Road – New construction supplemental assessment for additional square footage (SF) of 5,976 = to 2.39 Equivalent Dwelling Units (EDUs) for an Outlet Charge of \$7,579.

5 Pasco Hill Road – Existing commercial building with new hook-up to the sewer system for a SF of 22,798 = 9.12 EDUs for an Outlet Charge of \$28,920.

Robert Jahn made a motion to move the assessment items as stated to public hearing in August, 2nd by Eric Zeilor.

All in Favor. Motion Passed.

9. Old Business

a. Northwoods Estates (Bucks Crossing & Fawn Run), Phase 1- Pending Release

Rich Peck said there have been no changes on the project with pending items regarding the pumpstation.

b. Northwoods Estates (Bucks Crossing & Fawn Run), Phase 3 – R Peck Memo

Rich Peck said that the Phase III punchlist has been completed and the project is ready for acceptance and use. He noted that a Cash Bond of \$104,000 is currently in place and that he is recommending it be reduced to \$15,000. He commented that it is more than 10% of the bond as the project's maintenance phase will need that funding to make sure all requirements of the sewer specifications will be completed before it is closed. He said that \$800 of sewer inspection fees (SIFs) should be keep for the final sewer inspections. He noted that the Phase III assessment of \$71,760 shall be paid before the reduction of the bond will be processed.

Robert Jahn made a motion to approve the acceptance of the sewers for use and to release the Performance & Payment Bond of \$104,000, once the developer submits the required maintenance bond of \$15,000 for a period of not less than two years from acceptance, as recommended by the Sewer Administrator. Also, as part of the Developer's Permit Agreement (DPA), the Sewer "Benefit Assessment" of \$71,760 shall be paid in full for Phase III, which is comprised of 23 lots multiplied by the established Outlet Charge of \$3120 for 2014 (\$3,120 x 23= \$71,760). Said assessment shall be due and payable immediately as a stipulation of the CWPCA's approval of the sewer construction and use, 2nd by Eric Zeilor. All in Favor. Motion Passed.

10. Bills and Correspondence

a. Murtha Cullina- Request for Payment of Invoice 509707 in the amount of \$955.50
Rich Peck reviewed the invoice with the Authority and confirmed the work billed.

Eric Zeilor made a motion to approve payment of Invoice 509707 in the amount of \$955.50, 2nd by Robert Jahn.

All in Favor. Motion Passed.

11. Financial Reports

- a. Receivables/Delinquent Assessment & Usage Account Updates
- b. Budget Update Revenues/Expenditures – Assessment, Usage & CNR
- c. Bond & SIF Status

The Authority members reviewed with no action Items 11.a-c.

12. Miscellaneous

- a. Welcome Letter - New CWPCA Member Kenneth Slade
Chairman Kelly and the other members welcomed Kenneth Slade to the CWPCA.

13. Adjournment

Robert Jahn made a motion to adjourn the meeting at 9:03 PM, 2nd by Timothy Griffin.

All in Favor. Meeting Adjourned.

Respectfully Submitted By,

Sarah A. Voog
CWPCA Commission Clerk