

STAFFORD WATER POLLUTION CONTROL AUTHORITY

Regular Meeting
Veteran's Meeting Room
Monday, May 2, 2011

Members Present:

Michael Waugh
Doug Fassett
Paul Burns
Doug Minich
Herman Perlot
James Tantillo
B. Allen Warren

Members Absent:

Earl Avery

Also present were Superintendent Kevin Leslie and Pete Williams, Town of Ellington.

1. CALL TO ORDER

The meeting was called to order by Chairman Waugh at 5:34 P.M. A quorum was established.

2. FACILITY PLAN UPGRADE – MONTHLY PROGRESS MEETING

Superintendent Leslie stated that the project was approaching completion. The paving of the parking lot would be completed this week. There were few items on the punch list left to address. Mr. Gilbert is aware of the areas that need to be finished and inspected before the Substantial Completion Certificate will be issued by the WPCA.

Chairman Waugh stated that CHN had asked for an extension to May 20, 2011 to finish items on punch list and all odds and ends. The Authority accepted this extension.

- **Landscaping**

The trees that were planted in fall did surprisingly well over the winter. Due to the extreme conditions some branches did suffer but overall they withstood the harsh weather. The Authority felt the landscaping looked good and were happy with the results.

3. MINUTES OF APRIL 11, 2011

Mr. Fassett made a motion to accept the minutes of April 11, 2011. Mr. Burns seconded the motion.

Discussion began with the members asking if the schools were being inspected for the proper grease traps. Superintendent Leslie stated that he is working with the North Central Health District to ensure all new establishments be inspected by the WPCF and the schools would be investigated.

The members inquired about 328 East Street, Near the Lake Café, and if they were able to obtain a rebate on the proper grease trap to be installed. Chairman Waugh stated he spoke with the owner and explained that the rebate program was no longer in effect and if his restaurant does go to a Class 3 establishment, the new interceptor would be required.

Motion carries unanimously.

The Authority took a short recess from 5:47 p.m. to 5:49 p.m.

4. SUPERINTENDENT'S REPORT

Superintendent Leslie submitted weekly reports for review.

Superintendent Leslie stated that Rick Hartenstein has really stepped up over the past several weeks. Rick has been working diligently to obtain the necessary CEU's to take the Class 3 exam. He has taken the lead on projects and has been setting a good example as a leader.

5. SEWER CONNECTIONS

- **Levinthal Run – Modular Classrooms**

Nothing new to report. Final inspection has not been requested. This will be going before the Planning and Zoning on Tuesday, May 10, 2011.

- **328 East Street – Near the Lake Café**

This topic was previously discussed under Item 3, Minutes of April 11, 2011.

6. REVIEW OF DEPARTMENT EXPENDITURES

A detailed sheet was distributed to all members. The overtime was questioned and it was reiterated that the overtime was due to the broken force main on Route 190. The pump station holding well must be pumped out 3 times per day in order to prevent any leakage in the main line. The pipe will be cameraed Wednesday and Thursday of this week.

It was noted that accounts were running low while others had excess funds. Chairman Waugh asked the Authority for permission to over expend certain line items and make transfers at the end of the fiscal year. These transfers would all come within the accepted budget for fiscal year 2010-2011.

Mr. Burns made a motion to allow Chairman Waugh to report to the CFO of the Town of Stafford that the WPCF accounts may be over expended and transfers would be made at the end of the fiscal year. All transfers would come within the approved line items for fiscal year 2010-2011. Mr. Fassett Seconded the motion. Motion carries unanimously.

7. BUDGET FISCAL YEAR 2011-2012

- **Discussion of Revenues**

Superintendent Leslie opened discussion by stating that there are some deficiencies in the revenue structure that need to be addressed. At this time there is a greater amount of expenditure than there is revenue. And providing for a 3% increase in expenditures each year will cause the lack of revenues to be even greater.

In looking over the revenues of the WPCA it was pointed out that the Stafford Housing Authority has 108 residences but only pays \$5,200. The single family residence pays \$220 per residence.

There is a large amount of revenue that should be collected from the Housing Authority. The contract will be looked into.

The old rate structure is as follows:

Level 1	Residence, Per Single Unit	\$220.00
Level 2	0 - 65,000 Gallons Per Year	238.00
Level 3	65,001 - 100,000 Gallons Per Year	298.00
Level 4	100,001 - 200,000 Gallons Per Year	469.00
Level 5	200,001 - 300,000 Gallons Per Year	640.00
Level 6	300,001 - 400,000 Gallons Per Year	811.00
Level 7	400,001 - 500,000 Gallons Per Year	982.00
Level 8	Over 500,001 will be \$1.71 per 1,000 gallons or portions thereof and \$126.50 per line charge.	
Level 9	Septic Dumpings will be \$100.00 for the first 1,200 gallons and \$50.00 per 500 gallons or portions thereof after the first 1,200 gallons.	

The proposed new rate structure is as follows:

Level 1	Residence Per Single Unit	\$225.00
Level 2	0-65,000 Gallons Per Year	225.00
Level 3	65,001-130,000 Gallons Per Year	450.00
Level 4	130,001-195,000 Gallons Per Year	675.00
Level 5	195,001-260,000 Gallons Per Year	900.00
Level 6	260,001-325,000 Gallons Per Year	1,125.00
Level 7	325,001-390,000 Gallons Per Year	1,350.00
Level 8	390,001-455,000 Gallons Per Year	1,575.00
Level 9	455,001-520,000 Gallons Per Year	1,800.00
Level 10	Over 520,001 will be \$3.40 Per 1,000 Gallons or Portions Thereof	
Level 11	Septic Dumpings will be \$0.075 Per Gallon	

The rate structure as it is now; the homeowner is paying \$3.40 per thousand gallons while the industrial user is paying \$1.71. Since the impact of the proposed new rate structure will be on the industrial user, the increase will come over a time period of 5 years. At the end of 5 years the homeowner and the industrial user will pay the same. The first year increase for the industrial user would be to \$2.00 per thousand gallons up from the current fee of \$1.71.

The Authority was concerned about the impact on some commercial users.

This approach is more equitable and no user will be charged for anything more than what they use.

A public hearing would need to be scheduled to explain the new rate structure to users. It was suggested that the public hearing be scheduled after the referendum for the upcoming budget.

8. 5 YEAR CAPITAL IMPROVEMENT PLAN

The revenues are part of this plan which needs to be cleaned up.

- **Orcuttville Road Pump Station**

To be discussed at next meeting.

- **Roofing**

The roofing project for the control building is complete. Other roofing projects at the plant will be discussed at a later date.

9. OLD BUSINESS

- **Collection Procedures – Warrants Update**

There were seven (7) accounts that were turned over to Mr. Muska to be researched and sent letters of impending foreclosure. It was requested by the Authority that Mr. Muska attend the monthly meetings and give a report on his progress.

- **Staff Education and Training Update**

There is no training scheduled at this time. Chairman Waugh questioned how the new employee was working out. Superintendent Leslie that the new employee was doing a good job but there were areas that needed improvement. He stated he sat down with the new employee 3 weeks ago and told him what he liked and didn't like about the new hires work performance and what needed to be done to be a great employee. The new employee has been given weekly reminders. It is too soon to make any more comments.

- **Stafford-Ellington Inter-Municipal Agreement Update**

A letter was received from the legal counsel for the Town of Ellington. The letter stated what the Town of Ellington felt was their portion WPCF of the upgrade. The amount Ellington proposed is \$65,295.

The Town of Stafford WPCA does not accept this proposal and will send the Town of Ellington a bill. The matter will then fall into the hands of legal counsel.

- **262 Orcuttville Road – Sewer Issue**

A letter was sent to try and resolve this issue. No word has been received back. This item will be removed from the agenda.

- **Route 190 Force Main Break**

Previously discussed under Item 4, Superintendents Report.

10. NEW BUSINESS

There is a conflict with the date of the next regular meeting of the WPCA. The Authority agreed to have a Special Meeting on Wednesday, June 8, 2011.

Chairman Waugh stated that he obtained 2 quotes on a new VacCon. He was able to negotiate a discount of \$30,000. One quote is for a VacCon and the other is for a Vactor. There is a \$10,000 difference with one being the same make as other Town trucks. This truck would be purchased through the lease purchase program, with \$65,000 down and 5 yearly payments of \$42-3,000. The down payment would come from the Sewer Reserve Passbook.

Mr. Minich made a motion to approve the purchase of a new vehicle and that \$65,000 would come from the Sewer Reserve Passbook. Mr. Burns seconded the motion. Motion carries unanimously.

Mr. Burns made a motion to authorize Chairman Waugh to set up the lease purchase with First Niagra at a rate of approximately 4% interest. Mr. Finch seconded the motion. Motion carries unanimously.

The Authority questioned the letter to the Big Y that was in packet. The letter was to request a flow meter be installed at the facility. No response has been received.

11. ADJOURNMENT

Mr. Burns made a motion to adjourn at 6:55 P.M. Mr. Warren seconded the motion. Meeting adjourned.

Respectfully Submitted:

Jane LaMorte
Office Manager WPCA