

Town of Stafford
Water Pollution Control Authority
 Regular Meeting
 Monday, April 20, 2020
 5:30 p.m.

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 TOWN CLERK

ZOOM Meeting ID 963 6411 2024

Members Present: Chairman Scott Bonett; Paul Burns (entered the meeting at 5:53 pm); Mandy Fisher; Roger Thomas, and Dave Walsh

Also present: Superintendent Richard Hartenstein, Jr.; Jane LaMorte, Business Manager WPCA

Index:

1. Call To Order
2. Minutes of February 10, 2020
3. Chairman's Comments – Board Members Comments
4. Old Business – Rt 190 Pump Station; Mixers – Update Possible Action; Filter Effluent Valve Actuator Update; 2020-2021 Budget and Sewer Rates
5. New Business – Pre-stamped Envelopes
6. Staff Reports (Superintendent) – COVID-19 Safety at the WPCF
7. Collector of Revenue Report – Review of Department Finances; List of Delinquent Users
8. Legal – Foreclosures
9. Adjournment

1. Call To Order

The meeting was called to order at 5:39 p.m. A quorum was established and a roll call was held.

2. Minutes of February 10, 2020

Mr. Walsh moved to accept the minutes of February 10, 2020. Mr. Thomas seconded the motion. Motion carried with a 3-0-1 vote, with Chairman Bonett abstaining.

3. Chairman's Comments

- Board Member Comments

Chairman Bonett thanked everyone for attending the first webinar.

4. Old Business

- Rt 190 Pump Station

Superintendent Hartenstein stated there has been a lot of progress in the last month. The building is in place, along with conduits and valve vaults. Electrical connection will take place in the next week, followed with final grading and paving. Project is on schedule and weekly meeting take place.

Ms. Fisher thanked Superintendent Hartenstein for sending the members the video of the building installation. It was impressive to see and mentioned that when traveling by the job site it was always looked tidy at the end of the day.

Mr. Burns entered the meeting at 5:53 pm

- Mixers Update Possible Action

Energy analysis completed and submitted to Eversource. The energy incentive for the project is \$24,668. The WPCA should see a payback, with the electrical savings, in approximately twenty (20) months. A single Flygt mixer has been in the tank for the last six (6) months and staff has had no issues with it. The price to replace all mixers is \$129,000. ***Mr. Burns made a motion to approve \$129,000 to purchase 6 aeration mixers, \$2,500 for engineering services for the installation and \$15,000 for electrical service to complete the installation. Ms. Fisher seconded the motion. Motion carries with a 4-0-1 vote, with Chairman Bonett abstaining.***

- Filter Effluent Valve Actuator Update

The parts have been ordered. There is an 8-12 week lead time. Related to this item, Superintendent Hartenstein indicated that he felt new aeration tank actuators are no longer an immediate need, as he has purchased a number of replacement motors for the existing actuators.

- 2020-2021 Budget and Sewer Rates

Chairman Bonett stated that the WPCA had previously proposed an increase to the sewer rates for fiscal year 2020-2021, and defer the increase to 2021-2022. He suggested that in light of the current situation due to COVID-19, the WPCA keep the rates and budget bottom line the same as the current year. Mr. Burns asked if current operations could be maintained without the increase. Superintendent Hartenstein indicated that this could be accommodated with some budget reallocations and deferment of the aeration tank aerators which hopefully will produce a balanced budget. Mr. Walsh enforced this proposal by agreeing with Mr. Bonett, and stating that a lot of Connecticut towns are holding their budget lines for the upcoming fiscal year and thought it was a good gesture. The other Board members agreed to this action given the challenges and uncertainties that ratepayers have due to the COVID-19 crisis. Mr. Bonett indicated that the next rate increase will likely have to be greater than the rate increase previously proposed for this year.

Mr. Burns made a motion to approve the 2020-2021 budget, as filed in the Town Clerk's Office on March 4, 2019, in the amount of \$1,807,026, with a total operating expenses of \$1,720,977, and an adjustment for uncollected fees in the amount of \$86,049. The sewer rates will remain the same for fiscal year 2020-2021 as fiscal year 2019-2020, as filed in the Town Clerk's Office on March 4, 2019. Mr. Thomas seconded the motion. Motion carries with a 4-0-1 vote, with Chairman Bonett abstaining.

5. New Business

- Pre-Stamped Envelopes

Superintendent thanked the members for their support in purchasing pre-stamped envelopes, to be mailed with the July 2020 billing. The members agreed it was the safer and sensible option due to the current situation surrounding COVID-19. Two thousand envelopes were purchased.

6. Staff Reports (Superintendent)

- COVID-19 Safety at the WPCF

Superintendent Hartenstein stated the initial plan went into effect on March 20, 2020 and has been updated as needed. Measures in effect are as follows:

- Sanitizing all the communal areas such as the locker room, break room and vehicles daily. This will start at 3:15 every day.
- Wipe down steering wheels before and after use.
- The break room is wiped down 3x's a day. After break, lunch and the end of the day.

- The front office is wiped down 3x's a day. After break, lunch and the end of the day.
- Wash hands often, wear PPE, limit public exposure and maintain a distance of 6' from people when possible.
- Have this available if needed - keep a go-bag available with clothes and toiletries.
- Please be prepared personally and professionally for a 14 day isolation period.
- We are working on what our minimal staff levels would be and when/if this would be triggered.
- Masks will be supplied to all employee *must wear if you're within 6' of someone*
- Building is locked no on site money collection
- Bank deposits weekly

7. Collector of Revenue Report

- Review of Department Finances

Total collections for the month of March were \$20,349, and total expenses were \$102,204. The balance of the sewer reserve is \$883,477 and the balance of the sewer fund is \$1,291,179.

- List of Delinquent Users

An updated list on delinquent users was submitted to the Board.

8. Legal

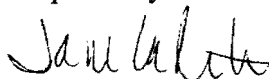
- Foreclosures

Pursuant to the State of Connecticut Executive Order 7S, there will be no foreclosures or tax sales until 30 days after the end of the public health emergency. Discussions will continue then.

9. Adjournment

Mr. Walsh moved to adjourn the meeting at 6:18 p.m. and Mr. Burns seconded the motion. Motion carried with a 4-0-1 vote, with Chairman Bonett abstaining.

Respectfully Submitted,



Jane LaMorte
Recording Secretary

This meeting was held via ZOOM and open to the public for listening. The meeting was recorded and will be available on the Town website.

WPCA 2020-2021 Budget

0 Dollar Increase \$320.00 a Year

WPCF	Spent Approved Proposed			% Increase or Decrease	Diferent
	2018-2019	2019-2020	2020-2021		
Salaries: Operational Personnel	444,734	418,883	429,595	2.5%	10,712 Wages for 6 WPCF employees 1 PT 500 hours
Salaries: Overtime-Weekends	13,000	13,000	13,000	0.0%	0 contracted weekend work
Salaries: Overtime-Call-Ins	10,000	8,000	8,000	0.0%	0 emergency call-ins
Salaries: Overtime-On-Call	5,600	5,400	6,225	13.3%	825 on-call
Fees: Recording Secretary	1,200	1,200	1,200	0.0%	0 \$75 per monthly meetings plus any special meetings
Uniform Allowance	5,300	3,200	3,700	13.5%	500 \$1200 boot allow; \$2,500 Uniforms
FICA/Medicare Emp.	39,000	34,000	34,000	0.0%	0 Federal and State withholding - taxes 7.65% of salaries
Workers Comp Policy	18,500	19,300	21,220	9.0%	1,920 annual premium allocation to USI
Unemployment					
Group Health & Life	125,000	110,000	110,000	0.0%	0 bimonthly payment for employee health benefits
Employee retirement	89,000	77,200	83,692	7.8%	6,492 annual contribution to Pension Plan
Public Official Policy	150	0	2,150	100.0%	2,150 annual premium allocation to USI
General Liability Policy	8,000	36,257	39,135	7.4%	2,878 annual premium allocation to USI 250 dollar decrease
Property Policy	15,000	0	0	#DIV/0!	0 annual premium allocation to USI
Commercial Lines Fee	5,300	0	0	#DIV/0!	0 annual premium allocation to USI
Excess Liability Policy	3,800	0	0	#DIV/0!	0 annual premium allocation to USI
Auto Policy	4,400	0	0	#DIV/0!	0 annual premium allocation to USI
Postage	2,500	2,500	2,500	0.0%	0 special mailings including postage meter
Public notices-Liens	4,750	4,750	4,750	0.0%	0 6 legals for collections @ \$500; Notices pertaining to changes; lien recordings
Legal Services	4,600	4,600	4,600	0.0%	0 2 semiannual payment of \$1000 to Paradiso and Muska for legal services;
Engineering Consultation	1,000	1,000	10,000	90.0%	9,000 misc. professional advice
Cont. Service/Agreements	17,500	20,000	20,000	0.0%	0 Collections Software Support, Copiers, Scada Retainer
Repair & Maintenance: Vehicles	15,000	15,000	15,000	0.0%	0 general mechanic repairs
Repair & Maint : Plant	107,500	107,500	107,000	-0.5%	500 buildings, UV, filters, equipment maintenance
Continuing Education	6,000	3,500	5,000	30.0%	1,500 memberships to WPCA organizations, classes and books
Test: Heavy Metals & Toxic	20,000	20,000	22,000	9.1%	2,000 inf/eff samples for ammonia, copper, lead, zinc, quarterly test toxicity of sludge
Drug & Alcohol tests/misc	620	637	637	0.0%	0 annual cost / random drug tests for CDL/Class A employees
Utilities: Electricity	105,000	120,000	122,000	1.6%	2,000 plant; pump stations at Lake Shore; Meadow; Orcutt; W. Staff
Utilities: Water	1,100	1,200	1,200	0.0%	0 \$275 per quarter for plant
Utilities : Heat	27,000	21,600	21,600	0.0%	0 13500 gallons @ \$1.80
Utilities: Diesel for Generators	1,500	1,500	3,000	50.0%	1,500 fuel to enable generators to run
Disposal of Sludge	108,000	115,200	115,200	0.0%	0 monthly avg. disposal fee of \$9600
Telephone	8,000	10,000	10,000	0.0%	0 monthly internet / phone for plant / PS alarms; cell phone reimb
Insurance Bonding	160	200	200	0.0%	0 Annual payment for Bond certificate for Collector of Revenues
Office Supplies	4,300	4,300	4,300	0.0%	0 Basic office needs - paper; folders; binders; clips; etc.; stationary & forms
Laboratory, Supplies & Mat.	10,000	10,000	10,000	0.0%	0 test papers, cylinders, filters, cones and general lab necessities
Process Chemicals	28,000	31,300	31,300	0.0%	0 Oder Control Rt 190 PS, Sludge Thickening; Alkalinity for Nitrification
Equipment/Supplies	5,000	5,000	5,000	0.0%	0 General needs for facility maintenance
Vehicle Gas & Oil	15,000	15,000	15,000	0.0%	0 6,500 avg yearly gallons x \$2.30
Sewer Line System Maintenance	50,000	50,000	30,000	-66.7%	20,000 main sewer pipe maint; Manhole replacement;
Pump Stations	48,000	30,000	1,000	-2900.0%	29,000 pump station maintenance
State Inspection/Permit Fees	12,400	17,500	17,500	0.0%	0 \$2,400 NPDES Yearly Fee; \$15,000 Est Cost for Nitrogen Credit Exchanges
CAP - Spec. Rev. Comp. Fund	10,000	10,000	20,000	50.0%	10,000 sinking fund for future benefit payout
CAP - Pump Stations	0	5,000	5,000	0.0%	0 sinking fund for future pump station improvement
CAP - Line Maint	79,913	55,000	45,000	-22.2%	10,000 sinking fund for future improvements to sewer line
CAP - Equipment	30,000	275,000	183,500	-49.9%	91,500 sinking fund for future purchase of capital equipment
CAP - Vehicle Replacment	35,000	35,000	34,524	-1.4%	476 future purchase of trucks/equipment and 25K 10 year pay back for Vac-Con
Inflow/Infiltration			100,000	0.0%	100,000 sinking fund for future I/I work
Rental of Sewer Pipe: RR	2,250	2,250	2,250	0.0%	0 Yearly fee for pipe and powerline crossing under tracks
TOTAL	1,548,077	1,720,977	1,720,978	0%	
Adjustment for Uncollected Fees	77,404	86,049	86,049	5%	
TOTAL EXPENDITURES	1,625,480	1,807,026	1,807,026	0%	
REVENUES					
Res @ \$320 and Indus @ \$4.92 per K					
User Fees	1,463,031	1,641,576	1,641,576		
Prior Collections	45,000	45,000	45,000		
Septic	25,000	25,000	25,000		
Interest Earned	950	950	950		
Connection Fees	6,000	9,000	9,000		
Elderly Housing	5,500	5,500	5,500		
Other 3M Surcharge	80,000	80,000	80,000		
Cash Balance	0	0	0		
TOTAL	1,596,541	1,807,026	1,807,026		
			0		
Capital Savings 20% of Budget	154,913	380,000	288,024		
% of Budget Spent	98%	38%			

Budget Adjustment

No Inceas 20 Dollar +

Sewer Line System Maintenance	30,000	50,000	\$	20,000.00
Pump Stations	1,000	1,000	\$	-
State Inspection/Permit Fees	17,500	17,500	\$	-
CAP - Spec. Rev. Comp. Fund	20,000	20,000	\$	-
CAP - Pump Stations	5,000	20,000	\$	15,000.00
CAP - Line Maint	45,000	45,000	\$	-
CAP - Equipment	183,500	183,500	\$	-
CAP - Vehicle Replacment	34,524	92,415	\$	57,891.00
			\$	92,891.00

**APPROVED SEWER USER RATE CHARGES
FOR
FISCAL YEAR JULY 1, 2020 THROUGH JUNE 30, 2021**

The following are the approved sewer user charges for Fiscal Year 2020/2021:

1. Level 1	Residence, Per Single Unit (0 – 65,000 Gallons Per Year)	\$320.00
2. Level 2	0 - 65,000 Gallons Per Year	320.00
3. Level 3	65,001 - 130,000 Gallons Per Year	640.00
4. Level 4	130,001 - 195,000 Gallons Per Year	960.00
5. Level 5	195,001 - 260,000 Gallons Per Year	1,280.00
6. Level 6	260,001 - 325,000 Gallons Per Year	1,600.00
7. Level 7	325,001 - 390,000 Gallons Per Year	1,920.00
8. Level 8	390,001 - 455,000 Gallons Per Year	2,240.00
9. Level 9	455,001 - 520,000 Gallons Per Year	2,560.00
8. Level 8	Over 520,001 will be \$4.92 per 1,000 gallons or portions thereof	
9. Level 9	Septic Dumpings \$0.075 per gallon	

From: Serdar Umur [mailto:sumur@gafleet.com]
Sent: Thursday, February 27, 2020 3:37 PM
To: Rick Hartenstein <hartenstein@staffordct.org>
Subject: RE: Mixer Panel

Hello Rick,

That is not bad rebate at all. Close to 20% per mixer looks like.

We have previously sized the SR 4630 single speed mixer for those zones in lieu of the variable speed 4220 mixers.

Our price for the SR 4630 mixer is \$14,200 / each. We would also have to give you control panels for the motor over temp protection and seal leak sensor relays which would cost about \$2,750 / each.

Total Price: \$16,950.00 / each

There wouldn't be any rebates for the 4630 mixers, they will be consuming about 6 times more energy compared to 4220. (~0.3kW vs. ~1.8kW). After the rebate, your price difference is about \$385.00.

Considering these mixers are running 24x7x365 at 12cents/kwh, your simple payback time will be;

4220 daily electric consumption = 24hours x 0.3kWh x 0.12 \$/kWh = \$0.864

4630 daily electric consumption = 24hours x 1.8kWh x 0.12\$/kWh = \$5.184

Daily Difference = \$5.184 - \$0.864 = \$4.32 / day

Payback Time = \$385 / 4.32 = 89 days

So, after 3 months, you will be saving money for the next 20 years using the slow speed mixers.

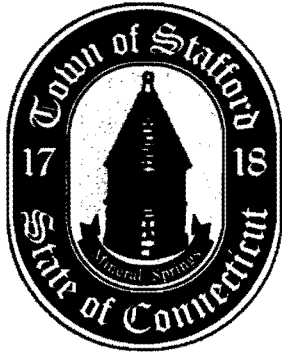
Please consider this when you are discussing it with your chairman. For me it is a no brainer to go with the 4220 mixer considering it is already there and working, no freight cost to send back etc...but let me know how you want to proceed.

Best Regards,

Serdar Umur
Engineering Sales
Municipal Pumps and Process Direct: 914-381-7947 | Mobile: 914-548-6062
sumur@gafleet.com | www.gafleet.com G.A. Fleet Associates, Inc. 6 International Drive, Rye Brook, NY
10573

Flygt Mixer Breakdown

In-Kind Mixer Replacement Cost	\$90,600
Xylem Mixer Cost	\$131,900
Incremental Cost	\$41,300
Eversource Incentive Amount	\$24,668
Incremental Cost minus Incentive	\$16,632
Estimated Annual Savings	\$9,867
Payback (yrs)	1.7



Town of Stafford Water Pollution Control Authority

P.O. Box 101 50 River Road
Stafford Springs, CT 06076

Phone: (860) 684-4914 Fax: (860) 684-1181

Email: Hartenstein@staffordct.org

4/13/20 Update

Some measures that the WPCF have taken include:

- Sanitizing all the communal areas such as the locker room, break room and vehicles daily. This will start at 3:15 every day.
- Wipe down steering wheels before and after use.
- The break room is wiped down 3x's a day. After break, lunch and the end of the day.
- The front office is wiped down 3x's a day. After break, lunch and the end of the day.
- Wash hands often, wear PPE, limit public exposure and maintain a distance of 6' from people when possible.
- Have this available if needed, keep a go-bag available with clothes and toiletries.
- Please be prepared personally and professionally for a 14 day isolation period.
- We are working on what our minimal staff levels would be and when/if this would be triggered.
- Masks will be supplied to all employees *must wear if you're within 6" of someone*
- Building is locked no on site money collection
- Bank deposits 2 times a week
-

This institution is an equal opportunity provider and employer.