

Town of Stafford
Water Pollution Control Authority
Regular Meeting
Monday, June 15, 2020
5:30 p.m.

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TOWN CLERK

ZOOM Meeting ID 863 0137 4859

Members Present: Chairman Scott Bonett; Richard Dobson Jr.; Mandy Fisher; Roger Thomas, Dave Walsh and Allen Warren

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

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1. Call To Order
2. Minutes of May 18, 2020
3. Chairman's Comments – Board Members Comments
4. Old Business – Rt 190 Pump Station; Mixers – Update Delivery Estimated July 5th; Filter Effluent Valve Actuator Update; Meadow Lane Pump Station Upgrade; RT 140 Manhole Raising/H2S Problem
5. New Business – 7,11 Morton Street Sewer Replacement; 4 Brown Ave Sewer Line Replacement
6. Staff Reports (Superintendent) – COVID-19 Safety at the WPCF; Staffing
7. Collector of Revenue Report – Transfer of Funds; Review of Department Finances
8. Adjournment

1. Call To Order

The meeting was called to order at 5:43 p.m. A quorum was established and a roll call was held.

2. Minutes of May 18, 2020

Ms. Fisher moved to accept the minutes of May 18, 2020. Mr. Walsh seconded the motion. Motion carried with a 5-0-1 vote, with Chairman Bonett abstaining.

3. Chairman's Comments

- Board Member Comments

Chairman Bonett stated that an abbreviated meeting would be best to circumvent any future technical problems that were experienced while members were trying to log into Zoom. He also welcomed new WPCA member, Richard Dobson Jr.

Ms. Fisher mentioned how impressive the Route 190 Pump Station looks.

4. Old Business

- Rt 190 Pump Station

Superintendent Hartenstein stated the project was coming to an end with approximately twelve punch list items remaining. The facility has not been on bypass since the end of May, the fence is up, and the arrival of the new shed is expected on the 23rd.

- Mixers – Update Delivery Expected July 5th

Remaining five mixers are expected to be delivered on July 5th. One tank will be emptied, cleaned and mixers installed prior to second tank draining and installation. Brackets are being replaced and installed at proper height by Flygt.

- Filter Effluent Valve Actuator Update

Electrician has been on site. The valves are to be installed on Monday. Project expected to be completed by Friday.

- Meadow Lane Pump Station Update

The control panel to be installed is identical to the one used at the school complex. There is a 4-6 week lead time for arrival of parts.

- RT 140 Manhole Raising/H2S Problems

Superintendent Hartenstein stated that many manholes and underlying structures have excessive deterioration. Ellington will be expected to pay for their portion of the total expenditures for these repairs. Two flow meters will be placed for a minimum of 30 days to determine Ellington's flow to calculate their portion of payment to be received. The hydrogen sulfide levels will also be measured during this time.

5. New Business

- 7, 11 Morton Street Sewer Replacement

On Friday, June 12th there was a severe backup located on Morton Street. There are 3 houses on a common lateral where blockage issues have occurred in the past and repaired by the homeowners at the lower end of the lateral. A clean out does exist but staff was unable to clear the blockage. Hirth Excavation was called in to dig up the lateral. The existing pipe was replaced with a 6" line and now has 2 cleanouts. Blockage was caused by 'flushable wipes'.

- 4 Brown Ave Sewer Line Replacement

Sewage backup issues have been occurring over the last year at 4 Brown Avenue. Once sewer is present inside the home, the homeowner removes cleanout cap and allows sewer to flow onto surrounding area outside the home. Homeowner replaced blocked pipe with 6" pipe to the garage, remaining line is under the garage.

6. Staff Reports (Superintendent)

- COVID-19 Safety at the WPCF

Superintendent Hartenstein stated that staff is working diligently to remain compliant with COVID 19 regulations. Disinfection units have been installed at the doors, masks have been supplied and everyone has been respectful of other employees regarding social distancing. The sewer bills will be mailed with a self-addressed stamped envelope for user to mail payment in. Facility will remain closed to the public through July. A drop box has also been installed outside the facility to accept payments. Payment receipts may be printed off online.

- Staffing

Superintendent Hartenstein stated that as of September 10th, 2020, he is eligible for retirement. Chairman Bonett stated he would contact Selectman Mary Mitta to discuss future staffing at the WPCF. The next WPCA meeting will include an executive session to discuss personnel issues.

7. Collector of Revenue Report

- Transfer of Funds

Mr. Thomas made a motion to transfer the following funds:

<u>From</u>	<u>To</u>	<u>Amount</u>
SEWER FUND	SEWER FUND	
25-340-1183 (Sal: OT Call Ins)	25-340-1182 (Sal: OT)	\$ 4,000
25-340-1520 (Uniform Allowance)	25-340-1184 (Sal: On Call)	\$ 500
25-340-1505 (Fees Recording Secretary)	25-340-1184 (Sal: On Call)	\$ 300
25-340-2015 (Fica/Medicare)	25-340-2123 (General Liability Policy)	\$ 415
25-340-2030 (Group Health & Life)	25-340-3304 (Cont Serv-Office Machines)	\$ 5,000
25-340-3325 (Repair & Maint)	25-340-4130 (Disposal of Sludge)	\$ 14,500
25-340-6110 (Sewer Line System Maint)	25-340-7241 (CAP – Line Maint)	\$ 9,000
25-340-1180 (Sal: Operational)	25-340-7241 (CAP – Line Maint)	\$ 9,500
25-340-1183 (Sal: Call Ins)	25-340-7241 (CAP – Line Maint)	\$ 4,000
25-340-5102	25-340-7241	\$ 7,500

(Process Chemicals)	(CAP – Line Maint)	
25-340-5320	25-340-7241	\$ 4,000
(Vehicle: Gas & Oil)	(CAP – Line Maint)	

Ms. Fisher seconded the motion. Motion carries with a 5-0-1 vote, with Chairman Bonett abstaining.

The WPCA was reimbursed \$146,500 for the design portion of the West Street Sewer Line Replacement Project. However, the invoices that were paid out of WPCA funds for this portion of the project totaled \$43,782.35. The remaining portion must be transferred back to the project fund.

Mr. Thomas made a motion to transfer \$102,717.65 from the Sewer Reserve for Capital and Non Re-Occurring Expenses Passbook to the Town of Stafford Infrastructure Fund for the West Street Sewer Replacement and Route 190 Pump Station Upgrade Projects. Mr. Walsh seconded the motion. Motion carries with a 5-0-1 vote, with Chairman Bonett abstaining.

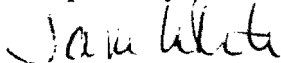
- Review of Department Finances

Collections are slower so far this June. A fiscal yearend report will be available for next month.

8. Adjournment

Mr. Walsh moved to adjourn the meeting at 6:31 p.m. and Ms. Fisher seconded the motion. Motion carried with a 5-0-1 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.