

Town of Stafford
Water Pollution Control Authority
 Regular Meeting
 Stafford Senior Center
 Monday, September 19, 2022
 5:30 p.m.

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Members Present: Vice-Chairman Paul Burns; Richard Dobson Jr; Mandy Fisher; and Dave Walsh

Members Absent: Scott Bonett; Roger Thomas and Allen Warren

Also present: Superintendent Richard Hartenstein, Jr.; Jane LaMorte, Business Manager WPCA; Ken Radziwon, Town of Ellington and Ann Marie Perrone, Stafford Housing Authority

Index:

1. Call To Order
2. Minutes of August 8, 2022, and August 30, 2022
3. Chairman's Comments – Board Members Comments
4. Old Business – SCADA Update: 90% Design; Parkess Street Sewer Mains CIPP Update; Furnace Ave, High Street Relining Update; DO Equipment Update
5. New Business – Purchase Policy
6. Staff Reports (Superintendent) – Plant Update
7. Collector of Revenue Report – Review of Department Finances; Fiscal Year 21-22 Transfers to Sewer Reserve Fund
8. Adjournment

1. Call To Order

The meeting was called to order at 5:37 p.m. A quorum was established.

2. Minutes of August 8, 2022, and August 30, 2022

Rich Dobson made a motion to accept the minutes of August 8, 2022. Dave Walsh seconded the motion. Motion carries with a 3-0-1 vote, with Vice-Chairman Paul Burns abstaining.

Mandy Fisher made a motion accept the minutes of August 30, 2022. Rich Dobson seconded the motion. Motion carries with a 3-0-1 vote, with Vice-Chairman Paul Burns abstaining.

3. Chairman's Comments

- Board Member Comments

No Comments.

4. Old Business

- SCADA Update: 90% Design

The SCADA design 90% completion submittal was discussed. Superintendent Rick Hartenstein stated that there is a meeting with CDM Smith next week to go over the design. A price for the overall SCADA update has not yet been determined.

- Parkess Street Sewer Mains CIPP Update

The sewer mains portion of this project has been completed. This project is waiting on paving.

- Furnace Ave, High Street Relining Update

This project took less than one day. A catch basin receiving runoff was discovered and sealed so there is no continued inflow. The regROUT of laterals will be completed in the future.

- DO Equipment Update

New DO equipment has been installed and UV protector for screens were purchased.

5. New Business

Dave Walsh made a motion to add Woodland Springs Project Phase II to the agenda. Rich Dobson seconded the motion. Motion carries with a 3-0-1 vote, with Vice-Chairman Paul Burns abstaining.

- Woodland Springs Project Phase II

Ann Marie Perrone, of the Stafford Housing Authority, stated the senior housing project is a multiphase initiative and is ready for Phase II. The second phase will consist of another 79 units to be constructed and connected to the sanitary sewer. Ms. Perrone stated that she was looking for sewer capacity approval from the WPCA for the new units.

Superintendent Hartenstein stated that the Capacity Analysis Study of 2015 included Phase II of the Woodland Springs Project. He stated a letter would be sent to the Housing Authority approving the additional 79 units for sanitary sewer.

- Purchase Policy

The WPCA Purchase Policy has been a work in progress over the years and was never formally approved.

Mandy Fisher made a motion to approve the proposed Purchase Policy dated September 19, 2022. Dave Walsh seconded the motion. Motion carries with a 3-0-1 vote, with Vice-Chairman Paul Burns abstaining. (See attached)

6. Staff Reports

- Plant Update

The plant has been seeing upsets from Thursday – Sunday/Monday for several years now. The upsets are linked to batch disposals at TTM consisting of chemical/industrial waste. This waste shocks the treatment plant process, which produces high ammonia levels and the UV modules become covered in a brown film which inhibits them to perform properly. The waste also has a foul, chemical-like odor that is noticed at the plant after batch dumpings. DEEP has been informed of the situation and is familiar with the ongoing problem.

7. Collector of Revenue Report

- Review of Department Finances

The total collected, for fiscal year 2022-2023, for the months of July and August in delinquent sewer fees \$16,360.82.

Total collections for the month of August were \$130,483 and the expenditures totaled \$232,223. The balance of the sewer reserve is \$896,159 and the balance of the sewer fund is \$2,017,847.

- Fiscal Year 21-22 Transfers to Sewer Reserve Fund

Dave Walsh made a motion to transfer the following from fiscal year 21-22, Sewer Fund to Sewer Fund:

<u>From</u>	<u>To</u>	<u>Amount</u>
SEWER FUND	SEWER FUND	
25-340-3208 (Engineering Consultant)	25-340-4102 (Utilities: Water)	\$ 210
25-340-15 (Fees: Recording Sec)	25-340-7242 (Capital: Equipment)	\$ 13,015
25-340-5101 (Lab: Supplies & Materials)	25-340-7242 (Capital: Equipment)	\$ 4,000
25-340-5110 (Equipment & Supplies)	25-340-7240 (Capital: Pump Stations)	\$ 1,175
25-340-2015 (Fica/Medicare)	25-340-7245 (Capital: Vehicle Replacement)	\$ 3,650

Rich Dobson seconded the motion. Motion carries with a 3-0-1 vote with Vice-Chairman Paul Burns abstaining.

Dave Walsh made a motion to transfer the following from fiscal year 21-22, Sewer Fund to Sewer Reserve Passbook:

<u>From</u>	<u>To</u>	<u>Amount</u>
SEWER FUND	SEWER FUND	
25-340-7240	SEWER RESERVE	\$ 5,000

(Cap – Pump Stations)	CAP. EXP. PASSBOOK	
25-340-7242	SEWER RESERVE	\$ 16,000
(Cap – Equipment)	CAP. EXP. PASSBOOK	
25-340-7245	SEWER RESERVE	\$ 35,000
(Vehicle Repair/Replacement)	CAP. EXP. PASSBOOK	
25-340-7241	SEWER RESERVE	\$ 0
(Major Sewer Line Repair/Replacement)	CAP. EXP. PASSBOOK	
25-340-7235	SEWER RESERVE	\$ 2,500
(Special Revenue Compensation)	CAP. EXP. PASSBOOK	

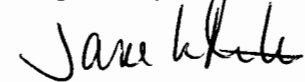
TOTAL TO SEWER RESERVE PASSBOOK \$58,500

Rich Dobson seconded the motion. Motion carries with a 3-0-1 vote, with Vice-Chairman Paul Burns abstaining.

8. Adjournment

Dave Walsh made a motion to adjourn the meeting at 6:18 p.m. and Rich Dobson seconded the motion. Motion carried with a 3-0-1 vote, with Vice-Chairman Paul Burns abstaining.

Respectfully Submitted,



Jane LaMorte
Recording Secretary

Stafford Water Pollution Control Authority

Purchasing Policy

Purpose:

The purpose of this document is to define the purchasing requirements for the materials, supplies, equipment, repairs and contracted services required to operate and maintain the facilities of the Water Pollution Control Authority.

Emergency Purchases:

The only instance in which the purchasing procedures outlined in this document will not apply is in emergencies where immediate procurement is essential to prevent delays in the essential activities of the Water Pollution Control Authority which will vitally effect discharge quality of the effluent, safety or public health. In such emergencies where the Chairman of the WPCA or members of the WPCA cannot be promptly contacted for approval, the department head or his authorized agents may purchase, rent materials, supplies, equipment, or contracted services in the open market at the lowest price obtainable.

Purchase orders not required:

Certain items, services, utilities, obligations and purchases may not require a purchase order. Those items generally include:

Items under \$1,000.00

Proprietary Service Contracts

Utilities

Town negotiated insurance bills

Approval of items not requiring a purchase order will be at the direction of the Superintendent.

Blanket Purchase orders:

Blanket purchase orders will require the approval of the Water Pollution Control Authority.

Annually, at the beginning of each budget year, the WPCA Business Manager will present for approval by the WPCA a list of proposed blanket purchase orders. The blanket purchase order list will include vendor, monthly proposed amount to be spent at each vendor and total annual amount to be spent with each vendor.

Blanket purchase order expenditures will appear on each monthly bill sheet provided to the WPCA members.

Purchase Orders:

All other purchases will require a purchase order with proper approval. All items purchased through the purchase order system will be included on the monthly bill sheet provided to the WPCA members.

Existing item repairs, replacement, supplies up to \$5,000.00 will be at the direction of the superintendent.

Existing item repairs, replacement, supplies greater than \$5,000.00 but less than \$10,000.00 will be at the direction of the Superintendent following discussion with the WPCA Chairman.

Existing item repairs, replacement, supplies greater than \$10,000.00 will require WPCA approval unless they are deemed to be an emergency purchase as outlined above. In the event of an emergency purchase the WPCA Chairman and WPCA members will be notified verbally or in writing as soon as practical.

Purchasing:

Obtain required pricing, quotes for parts, materials, supplies or services.

WPCA Business Manager drafts a Requisition Order (RO).

RO requires two written approvals as part of their form. One approval will be the WPCA Business Manager. **The WPCA Business Manager will verify the availability of funds.**

The other Approval will be the WPCA Superintendent.

The approved RO will be electronically sent to the Stafford Treasurer's Office for purchase order generation. Once the purchase order is generated a purchase order number is available to the WPCA.

Upon receipt of the purchase order number, the repair, supplies, replacement or services may be ordered.

Product received by WPCA.

Invoice received by WPCA, WPCA Business Manager identifies invoice by writing purchase order number on the invoice.

Invoice, with purchase order number sent to CFO for payment.

Securing of Prices and/or Bids:

The securing of prices will be the responsibility of the WPCA. In some instances, such as insurance premiums, bulk purchase combined with other Departments it may be beneficial for the Town of Stafford to obtain pricing. Pricing may be obtained in the following manners:

Telephone

Written Quotation

Sealed Bids