

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, November 20, 2019 7:00 p.m.

53A Commerce Road, Unit 1

MINUTES

1. **Convene Meeting: Chair N. Malwitz convened the meeting at 7:00 p.m.**

WPCA:

Chair N. Malwitz

L. Donovan

T.E. Lopez

M. Del Valle

P. Kurtz

Others:

D. Will, Inspector

T. Strid, Maintenance Crew Member

C. Utschig, Langan Engineer

M. Allred, Accountant

J. Siclari, Director

K. McPadden, Executive Administrator

M. Ongaro, Collector

A. Kennedy, Recording Secretary

2. **Approval of Minutes-10/23/19-T. E. Lopez made a motion to approve the minutes from 10/23/19. M. Del Valle seconded the motion and it carried unanimously.**

3. **Correspondence - None**

4. **New Business**

a. **138 Federal Road - Application for Sewer Disconnection Permit-** *D. Lescrinier, Dynamic Engineering, was present.* D. Lescrinier provided copies of the survey and utilities plans for the Authority to review. She explained this property is the existing Shell Gas Station. She said there is an existing sewer line that runs within the southern driveway, which they plan to replace under proposed conditions, which are a singular building for restaurant and retail use. They are proposing to connect to the manhole in the southern driveway. She said they are estimating about 2,200 gallons per day for average. They are proposing a grease trap for the restaurant, but it is not shown on the plans now because it hasn't been sized for the tenants yet. D. Will noted they are doing borings there now but will need to call for inspection for disconnection at the property line. T. E. Lopez asked about the status of the gasoline storage tanks at the location and D. Will said the tanks are out. T. E. Lopez also asked about the quality of the soil at the location, and if these borings were dug for testing, etc. D. Lescrinier did not have any information on the status of the soil quality. **L. Donovan made a motion to approve the 138 Federal Road-Application for Sewer Disconnection Permit. T. E. Lopez seconded the motion and it carried unanimously.**

b. **138 Federal Road - Application for Sewer Use/Connection Permit-** *D. Lescrinier, Dynamic Engineering, was present.* Chair N. Malwitz said the applicant will need to add the grease trap to the plans, showing access to the grease trap from both tenant spaces. He also reviewed the 2% Capital Cost Recovery Connection Charge required for the property that will be charged once the new building is built. **T. E. Lopez made a motion to accept the application for 138 Federal Road-Application for Sewer Use/Connection Permit contingent on providing \$1,750 for inspection and engineering fees and providing drawings to Langan. L. Donovan seconded the motion and it carried unanimously.**

c. **Dean/Pocono Road Revised Proposal, Lombardo Associates -** *P. Lombardo, Lombardo Associates, was present.* Chair N. Malwitz said he received the Revised Proposal yesterday, and while the WPCA did not receive the grant from the state, they did budget \$47,000 to do this work. He said it is necessary to show the need to area property owners to do the work. He noted the proposal submitted was for a total of \$32,000. P. Lombardo explained the

proposal is for a Facilities Plan which will define the problem, confirm the need for the work, look at alternative options and work with P. Avery, Town Sanitarian. P. Lombardo explained that it is his understanding that this will fall under the category of a public health hazard, due to the septic systems failing, high ground water being the predominant cause. He said they may install ground water monitoring wells to prove that fact. P. Lombardo said they will be coordinating with Langan on the engineering for the project. **L. Donovan made a motion to authorize the Chairman to sign a contract to be sent from Lombardo Associates to do the Facilities Plan for the Dean/ Pocono Road Area, not to exceed \$32,000. T. E. Lopez seconded the motion and it carried unanimously.**

5. Old Business

- a. **Candlewood Lake Area Sewer Study Update, Lombardo Associates** – *P. Lombardo, Lombardo Associates, was present.* P. Lombardo said the Study has been continuing, heavily associated with field work. He said drilling has been done, wells have been installed, and samples have been taken. P. Lombardo distributed a document showing an example of what has been done at two properties. He said the data to date does strongly suggest that the septic phosphorus is being removed in the soil and is not getting into the lake. He said they took soil samples from the drain field and they feel confident that the tests will show the phosphorus is being removed in the drain field. P. Lombardo said today they installed ground water elevation monitoring equipment in order to estimate how fast the water is moving and will monitor that through the spring. He noted the nitrogen levels in the ground water are relatively high, and they do not think it is caused by fertilizers. The Authority discussed possible issues and solutions regarding the study. P. Lombardo discussed statistics and calculations used in the study to explain the process. Chair N. Malwitz said there will be another public meeting in February/March 2020. He also noted a septic system questionnaire was sent out to the properties and there is an option to fill out the survey online, noting they have already received 20-30 online responses.
- b. **Facilities Plan Update, CDM Smith** - *D. Murphy, CDM Smith, was present via conference call.* D. Murphy gave an overview of each task of the project and the project as a whole. Task 1 “Data Gathering” is complete; Task 2, “Collection System Evaluation” task, noting the optional tasks listed were not needed and the need to increase the video inspection work. He said the work is currently ongoing and once they compile the videos and inspection logs, they can summarize the findings. He noted this information could potentially be included in the GIS in establishing the baseline of the condition of the sewer system. He said an upcoming task is to develop annual maintenance recommendations for the report. D. Murphy discussed Task 3, explaining 14 pump stations were visited and over all they are in good condition. He said they will take that information and develop prioritized list for future capital expenditures; Task 4, “Evaluating Sewer Needs Areas”. They analyzed lot size distribution, septic system history, public water supply, flood plains and wetlands, and soil type. He said they have identified some potential areas for future sewer needs; Task 5, “Procedures, Standards and Benchmarking”, they have looked at staffing levels and potential areas for savings. D. Murphy discussed Task 6. “Capital Planning”. He said they have reviewed the financial information from the WPCA, and have a good understanding of the financial and rate structure. They have created a model to project revenue requirements over the planning period. The next step will be to plug in the capital expenses as identified and the possible impact on the rate structure. They also reviewed the current billing approach and recommend refining current unit charge formulas, noting a metered billing approach does not seem practical; Task 7, “Develop Facilities Plan Report” is to incorporate and document the previous tasks into a report. The plan is to issue a draft report to the WPCA for comments, conduct a public information session and referencing in the findings of the Candlewood Lake

Study; Task 8 is “Marketing/Branding” and said they have produced 12 informational flyers. They have put the creation of an informational video on hold and consider this task complete. D. Murphy then reviewed the last slide detailing the Budget Summary.

- c. **Delinquent Collections Initiative - Transworld Systems** - Chair N. Malwitz explained there are quite a few of delinquent accounts and they have decided to engage a collection service to assist with collections. He discussed the cost for the service, which is billed to the customer, and Mary distributed a sample of the insert going into the bills to be mailed.
- d. **800 Federal Road, Permit Suspension** - K. McPadden said she received a response from Alan Rothman stating they are working on a site plan modification for Buildings 2 & 3 and they expect to be in front of the Zoning Commission in November and December. He said once they are granted the site plan modification, they will submit plans to the WPCA, and said he assures that Buildings 2 & 3 will have an inground grease trap that will meet WPCA requirements.

6. Accountant Report

- a. **Monthly Financials** - M. Allred distributed and reviewed the monthly financial report.
- b. **Financial Policies Review** - Chair N. Malwitz explained that K. McPadden reviewed and update the WPCA Financial Policies, which were originally established in 2014 by the previous accountant. K. McPadden said the additions to the policies include a new credit card policy and a direct debit process. She said the policies have also been reviewed by the WPCA’s accountants, as well as Mary in Collections. M. Allred discussed the language used in Policy 7: Oversight and Review Responsibilities, and suggested a change to that policy. **L. Donovan made a motion to adopt the Financial Policies as amended: under Policy 7, page 3 of 5, in the section “Oversight and Review Responsibilities” to remove bullets 3, 4 and 5. T. E. Lopez seconded the motion and it carried unanimously.**

7. Employee Activity Reports (Dave, Mary, Kristi, John, Tim)

Tim: T. Strid said he has been working with CDM Smith’s company hired to video the selected sewer lines, AES. Separately, they worked with Serge from Fleet on the pump station at 777 Federal Road; the field crew rodent proofed generators; did fall clean ups; quarterly pump stations inspections; equipment maintenance; utility work, including one of the trucks being equipped with safety racks; and preparing equipment for snow removal.

Dave: D. Will said he has worked on grease/grit separator inspections and surveys. He said he has also been working with Branson to install a new line. He said 401 Federal Road has installed a grease trap and manhole, and the tie-in is done and plugged until the CO is issued. He noted an issue with Steiner Corp. starting to install the sewer line for the plaza under our force main without engineering approval or notifying the WPCA of needed inspection. J. Siclari said it was a communication issue. D. Will said there has been progress at 15 Federal Road and Franky’s at 270 Federal Road is being fitted now. He said the new Marketplace Restaurant will open mid-November. He said there are some tenant fit ups being done at 450 Federal Road. He said he has been working with Mary on billing/unit issues. He discussed issues with Colonial Plaza and non-compliance in grease trap pumping. D. Will suggested the WPCA start an inquiry to look into requiring a 2,500-3,000 grease trap with a pump chamber at this location. Chair N. Malwitz suggested outlining the situation in a letter to J. Sienkiewicz to address this concern.

Mary: M. Ongaro said she is getting ready for the December 1 billing. She said she is still working with J. Siclari on procedures and after the new server was installed there were glitches, and she has been working with Future Subnets. She said she worked with QDS to install a credit card reader and has prepared the bill insert regarding collection company.

Kristi: K. McPadden discussed permanent maintenance agreements, and said they received one today from Pocono Crossing. She said Sandy Lane and Cedarbrook are still not in compliance. She said she mailed out the 2% capital cost recovery connection charge bill to BRT Barnbeck, and updated certificates of deferral. She noticed one deferred property had sold and gave that to Mary to invoice on December 1. She will begin working on the record retention schedule.

John: J. Siclari said TCD Phase 2 is completed and TCD Phase 3 is in progress. He said there was a GIS Collector meeting on Nov 14 and laterals and pump station attributes are still being inputted. The Future Subnets migration and new server are now completed. He said they have purchased SQL data management software for the QDS program to work on the new server. He said Cintas Uniform Service is still working on fitting issues. He said they will have another Paychex meeting soon. He discussed the Lower Federal Road improvements. He said they had a meeting with CIRMA and did not see any coverage gaps. He said for 53 Commerce Road they are still waiting on replacing bathroom fixtures.

8. Engineer Comments/Project Update

- a. **Old New Milford/Federal Road Force Main Update** – C. Utschig said bids were opened on Tuesday and they received two bids. He said the low bidder was J. Iapaluccio and the contract is ready to be awarded, if approved by the Authority. **T. E. Lopez made a motion to accept the bid from J. Iapaluccio Inc. for the Old New Milford/Federal Road Force Main Project in the amount of \$114,445, as recommended by Langan. L. Donovan seconded the motion and it carried unanimously.**
- b. **Brookfield Market Area Update** -Chair N. Malwitz said at the Development Services Meeting they discussed how the Greenway will be running through this area and J. Annis, Chairman of the Greenway Committee, on November 27 to discuss further.
- c. **Route 133 Station Improvements** – C. Utschig said engineering analysis and report is done and they will submit it with cost estimates to the Authority in about a week.
- d. **Alternative Grease Traps** – C. Utschig said there are two types of alternate units, Schier and Trapzilla, which the Authority has experience with, and can review on a case by case basis. He said this can come off the agenda.
- e. **Other Engineering Matters** -None.

9. Legal Matters

- a. **Proposed Use Charge Regulation Amendment** -Tabled in the absence of J. Sienkiewicz.
- b. **Permanent Maintenance Agreement Updates** - K. McPadden said J. Sienkiewicz is working on a few straggler agreements, as well as the Silvermine Manor PMA.
- c. **Proposed Licensing Program for Private Pump Stations** - Chair N. Malwitz discussed the proposed program and explained the two parts of the program. He said they will need to hold a public hearing to change the regulation and set the rate. **T. E. Lopez made a motion to set a public hearing for February 26, 2020 to adopt the Proposed Licensing Program for Private Pump Stations into the regulations and set a rate of \$80 per unit per year. M. Del Valle seconded the motion and it carried unanimously.**
- d. **Delinquent Collections** - Tabled.
- e. **Other Legal Matters** - Chair N. Malwitz discussed the possibility of reducing the capital cost recovery connection charge. Consensus was to leave it as is.

10. Other WPCA Business

- a. **North Federal Road Valve Pit Update** –R. Prinz has the drawings and will arrange to have the work done.
- b. **Flow Meters Cedarbrook & Stony Hill Update** - R. Prinz has the drawings and will arrange to have the work done.

- c. **2020 Meeting Calendar** -K. McPadden distributed the proposed calendar to discuss. **L. Donovan made a motion to adopt the 2020 Meeting Calendar, amending the September 2020 meeting date to September 30th. P. Kurtz seconded the motion and it carried unanimously.**
 - d. **Danbury Plant Update** - Chair N. Malwitz said in order to meet their goals, the Danbury Plant is cutting back on some of the improvements to the plant.
 - e. **Board Member Terms** - The Authority discussed the Board Member terms, and P. Kurtz said he will choose not to be reappointed.
 - f. **Other WPCA Matters** - None.
11. **Vouchers** - T.E. Lopez made a motion to accept the vouchers as presented. **L. Donovan seconded the motion and it carried unanimously.**
12. **Adjournment** - T. E. Lopez made a motion to adjourn at 10:00 p.m. **L. Donovan seconded the motion and it carried unanimously.**

*** Next Meeting January 22, 2020 ***