

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, July 24, 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:

N. Malwitz, Chair
L. Trojanowski-Marconi, Vice Chair
L. Donovan
J. Murray
M. Brown
M. DelValle

Others:

R. Prinz, Maintenance Manager
D. Will, Inspector
E. Kingsbury, Langan Engineer
M. Allred, Accountant
J. Sienkiewicz, Attorney
J. Siclari, Director
K. McPadden, Exec. Admin.
A. Kennedy, Recording Secretary

2. **Approval of Minutes** – 6/26/19-**M. Delvalle made a motion to approve the minutes from 6/26/19. M. Brown seconded the motion and it carried unanimously.**

3. **Correspondence**

- a. Email from Rob Ebin, owner of Toro Training, 1114B Federal Rd, dated 7/12/19-*R. Ebin was present*. Chair N. Malwitz read the email for the record, which questioned the calculations used to formulate R. Ebin's bill. D. Will did a survey in March after the business opened and K. McPadden calculated the units based on the regulations. The Authority discussed the way the units were calculated and the definition of the business type in question. J. Sienkiewicz will look in to a possible amendment to the regulations. The Authority agreed to table the issue until the receipt of the proposed amendment.

4. **New Business**

- a. 468 Federal Rd. Brookfield Mews – Request for Permit Extension- Chair N. Malwitz read the correspondence from the applicant dated July 10, 2019 for the record. K. McPadden said she reached out to the applicant regarding the money in escrow and the November permit expiration. The applicant still has not gotten OSTA approval and therefore is requesting an extension. **M. Brown made a motion to grant the [2 year] permit extension for 468 Federal Road. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**
- b. 1050 Federal Road – Application for Sewer Use/Connection Permit- The applicant is unable to attend a WPCA meeting until September. The application was tabled.

5. **Old Business**

- a. 120 Park Ridge Road – Application for Sewer Use/Connection Permit- E. Kingsbury said the engineering review is complete and he said Tighe & Bond addressed all of their outstanding comments. He reviewed Langan's recommendation for approval, based on the plans submitted and subject to any legal matters, if any, being resolved. **L. Trojanowski-Marconi made a motion to approve the Application for Sewer Use/Connection Permit for 120 Park Ridge Road as recommended by Langan. L. Donovan seconded the motion and it carried unanimously.**
- b. 15 Federal Road – Application for Grease Trap- E. Kingsbury reviewed the engineering report and said Langan recommends approval subject to their comments and conditions as outlined in the report. He said there is one outstanding comment, which is to provide the Brookfield Standards for grease trap and clean out on their plan. **M. Brown made a motion to approve the application for Grease Trap for 15 Federal Road, subject to the conditions as outlined by Langan. J. Murray seconded the motion and it carried unanimously.**

6. **Accountant Report**

- a. Monthly Financials-M. Allred reviewed the monthly financials.

- b. New bank accounts (Resolutions): K. McPadden explained that she reviewed the WPCA's financial policies and discussed findings regarding setting up new bank accounts. She recommended motions be made regarding two new bank accounts. **L. Trojanowski-Marconi made a motion for the WPCA to ratify the opening of the Clean Water Fund account with Savings Bank of Danbury for the handling of grant money and the Counter Account with Savings Bank of Danbury to process cash receipts taken in at the counter. J. Murray seconded the motion and it carried unanimously.**
L. Trojanowski-Marconi made a motion to reclassify the account known as "Center School Account" as "Danbury Plant Charge Account" with Savings Bank of Danbury. L. Donovan seconded the motion and it carried unanimously.

Chair N. Malwitz announced that the WPCA would like to recognize Roger Prinz's 25th Anniversary with the WPCA, and presented R. Prinz with a card, plaque, gift and cake.

7. **Employee Activity Reports (Roger, Dave, Kristi, John)**

Roger: R. Prinz discussed the Commerce Drive Force Main project, stating the valve manhole and road crossing have been installed. He talked about the valve pit upgrade bid documents. R. Prinz said he and Eric were out at Old New Milford Road and Federal Road last week and one more manhole might be needed. E. Kingsbury said they may be able to move one manhole back and just keep the two manholes. R. Prinz said the Route 133 pump station upgrade is now being studied by two engineering firms. He discussed the Dean Road Sewer Extension, and E. Kingsbury said he will cover this in his report. R. Prinz said the monitoring system is now AT&T and is working fine. He said he has been asked to provide assistance to CDM Smith for the facilities plan study, but they may need additional help. He said all pump stations have been inspected and are back on schedule. He discussed the Berkshire Corporate Park sewer acquisition and said there are some minor issues. Attorney J. Sienkiewicz said he received revised sewer easement maps and a revised easement. He said the easement is pending but he needs to work on the language. R. Prinz said they are making good progress with training Tim in sewer maintenance aspects. He said they need Joe to give them another class on the new collector, as it is not as user friendly as the old one.

Dave: No report.

Kristi: K. McPadden said she has been working on the financial policies. She said she is re-filing after having the cabinets repainted. She noted M. Ongaro is currently on vacation until August 7th.

John: J. Siclari distributed and reviewed his report. He elaborated on the Facilities Plan and Candlewood Lake Sewer Study, noting CDM Smith sent out their scope of work and scheduling. He said Langan is exploring other options for the Caldor Tiger mag force main repair. He said the bids came in higher than budgeted for the Danbury Plant Upgrade. Danbury is reexamining the project scope to get bids down to budget level. J. Siclari said the TCD Phase 2 Streetscape construction is in progress and should be completed this fall. He said the GIS Collector and Asset Management is still moving forward. He noted Future Sub Nets was chosen as the IT provider and a service contract was initiated. He said they have signed a 5-year contract with Cintas Uniform Service. He is still trying to get WPCA on to Verizon's Response Ready Service but has not heard back from Verizon. He discussed the possibility of using a new automated service for timesheets with Paychex. He said they are looking into using Samsara Fleet Management as a cost alternative to Orion Fleet. John will be on vacation all next week.

8. **Engineer Comments/Project Update**

- a. Commerce Road Force Main Discharge Manhole-E. Kingsbury said this project is near completion.
- b. Federal Road Projects- E. Kingsbury distributed plans for the Authority's review and discussion.
- Old New Milford/Federal Rd Force Main Backup
 - Caldor Force Main Repair Project
 - North Federal Rd. Valve Pit- R. Prinz has the plans.
- c. Flow Meters Cedarbrook & Stony Hill Stations- R. Prinz has the plans.

- d. Route 133 Station Improvements- C. Utschig has the report and has a few things to add to it.
- e. Other Engineering Matters-Brookfield Market: E. Kingsbury reviewed the old plans. He said they will need a survey and will need to have a conversation with DOT regarding crossing the bridge. The survey will cost approximately \$6,000. He will reach out to CCA and the DOT.

9. Legal Matters

- a. Permanent Maintenance Agreement Updates-Attorney J. Sienkiewicz said he has one permanent maintenance agreement, for Riverview, to be signed tonight. He has not heard from Pocono Crossing.
- b. Other Legal Matters-None.

10. Other WPCA Business

- a. Water Pollution Facilities Plan Update- CDM Smith is moving forward.
- b. Candlewood Lake Area Sewer Study Update- Chair N. Malwitz said they are looking to have P. Lombardo do a public report on their findings so far and the direction they are going with the study. The Authority proposed Thursday August 22, 2019 at 7 p.m. for the Public Information Session with Pio Lombardo. Chair N. Malwitz said a notice for the session should be posted, and J. Sienkiewicz will draw up the legal notice for the meeting.
- c. Dean/Pocono Roads Section 319 Grant and LISFF Grant Update- Chair N. Malwitz spoke with the state and grants should be announced in September.
- d. Other WPCA Matters-None.

11. Vouchers- L. Trojanowski-Marconi made a motion to approve the vouchers as submitted. L. Donovan seconded the motion and it carried unanimously.

12. Adjournment- L. Trojanowski-Marconi made a motion to adjourn at 9:16 p.m. M. Delvalle seconded the motion and it carried unanimously.

Brookfield Wastewater Study of its Candlewood Lake Area
Special Meeting August 22, 2018 7:00 pm Town Hall, Room 133

Next Regular Meeting August 28, 2019 7:00 pm 53 Commerce Rd. Unit 1