

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY
Wednesday, April 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
J. Murray
M. Delvalle
T. E. Lopez
L. Donovan
M. Brown

Others:

R. Prinz, Maintenance Manager
D. Will, Inspector
J. Sienkiewicz, Attorney
C. Utschig, Langan Engineer
M. Allred, Accountant
J. Siclari, Director
K. McPadden, Executive Administrator
M. Ongaro, Collector
A. Kennedy, Recording Secretary

- ❖ 7:00 p.m. PUBLIC HEARING: Plant Charge Reduction - Chair N. Malwitz read the legal notice published regarding this public hearing. There were no public comments. **L. Donovan made a motion to close the public hearing for the Plant Charge Reduction. T. E. Lopez seconded the motion and it carried unanimously.**

2. **Approval of Minutes**-3/27/19-T. E. Lopez made a motion to approve the minutes for 3/27/19. M. Delvalle seconded the motion and it carried unanimously.

3. **Correspondence**

- a. Email from Frank DeFino Re: 30 Short Oak Dr. Sewer Assessment-Chair N. Malwitz read the correspondence from F. DeFino, who was requesting a deferment of the sewer assessment.
- b. Letter from Allan Rothman, Re: Assessment Payments-Chair N. Malwitz read the correspondence from A. Rothman who is the Project Manager for 800 Federal Road and he requested the supplemental benefit assessment payment terms be extended to 20 years instead of 4 years.

4. **New Business**

- a. 14 Candlewood Lake Road-Application for Sewer Use/Connection Permit- *Michael Marinis, P.E., Vice President, Barrett, Bonacci & Van Weele, P.C. was present.* M. Marinis said he represents Raymour & Flanigan, who is the owner of the shopping center at this location. He said they are constructing a 2,000 square foot bank on the southern portion of the property and they are proposing a new sewer connection. Chair N. Malwitz said they can accept the application, which will then be reviewed by the engineers. Attorney J. Sienkiewicz asked if the applicant was familiar with the regulations pertaining to grease traps. M. Marinis said he is but did not think they needed one because there would be no food preparation on site. Attorney J. Sienkiewicz said the regulations state any new commercial establishment must have a grease trap. C. Utschig discussed the reason for this regulation and the concerns with the possibility of waiving this requirement. M. Marinis said the owner of the property has no problem installing a grease trap if it is required. C. Utschig suggested if the Authority is inclined to require a grease trap for this property that they allow his office and the WPCA staff to review it, find out the best place to put it and how to plumb it. **Chair N. Malwitz made a motion**

to accept the application for sewer use/connection permit for 14 Candlewood Lake Road, contingent upon the payment of a \$750 engineering fee and a \$900 inspection fee. T. E. Lopez seconded the motion and it carried unanimously.

- b. To act upon Proposed Plant Charge Reduction-Chair N. Malwitz reviewed a graph regarding the proposed plant charge with the Authority that is intended to cover the projected costs as known them for now. He explained the numbers from Danbury are subject to change at any time. This charge can be adjusted throughout the years as needed. **T. E. Lopez made a motion to approve the change in plant charge to \$34 per unit per year, down from \$44, beginning June 1, 2019. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

5. Old Business

- a. 91 Laurel Hill Road-Application for Sewer Use/Connection Permit-Chair N. Malwitz said the applicant has requested a withdrawal of his application and asked if could pave the parking lot at 27 Station Road and install a 2 inch PVC pipe to terminate with caps on both ends so that if his septic system fails in the future and he needs to connect to the sewer he will not have to dig up the newly paved parking lot. R. Prinz said he does not recommend allowing him to do so. J. Sienkiewicz noted the concern that if the Authority allowed the applicant to do this, he could connect to the sewer in the middle of the night. J. Murray said if the applicant installed a pipe on his property the Authority should not inspect or approve it. **L. Trojanowski-Marconi made a motion to accept the withdrawal of the application for 91 Laurel Hill Road. M. Brown seconded the motion and J. Sienkiewicz noted the property is not in a recognized sewer district. The motion carried unanimously.**

6. Accountant Report

- a. Monthly Financials-M. Allred reviewed the monthly financial report.
- b. Budget Review-M. Allred discussed the status of the Capital Account and suggested the Authority consider suspending some of the proposed capital projects based on the balance of that account. Chair N. Malwitz suggested suspending the Caldor Upgrade and the new truck. The Authority decided no motion was necessary at this time because the budget has not yet been finalized.

7. Engineer Comments/Project Update

- a. GIS Collector as Asset Management Database-C. Utschig said the project is proceeding as expected. J. Siclari said the next meeting with Joe Rosol is June 5th.
- b. Commerce Road Force Main Discharge Manhole-R. Prinz said they did a test pit and found a line, but cannot put the manhole where they wanted to in order to avoid the utilities. The manhole will have to be moved approximately 35 feet, which will end up costing more money. He said he would like to have the structure done by the end of the week.
- c. Federal Road Projects
 - Old New Milford/Federal Rd Force Main Backup-C. Utschig said they are in the process of getting updated survey information, and once they have that they can finish the drawing. He said it appears that the manhole is above the right-of-way.
 - Lower Federal Road-R. Prinz reported that he doesn't think they will need to expand this line unless the flow increases dramatically.
 - Caldor Force Main Repair Project-C. Utschig said they will move forward with design and the Authority can make a decision on how to move forward.

- North Federal Rd. Valve Pit-C. Utschig said they have given R. Prinz the design plans and once he does his final check he should have what he needs to get pricing and move ahead with the work.
- d. Flow Meters Cedarbrook & Stony Hill Stations-C. Utschig said they have given R. Prinz the design drawing on installing meters at these two stations and after his review he can go out and get pricing and it can be built. R. Prinz said he cannot proceed with the projects until after June 30th because it is not in this year's budget.
- e. Route 133 Station Improvements-C. Utschig said they are still analyzing the problem and do not have a recommendation yet. He said they should have a recommendation by the May 22 meeting.
- f. Other Engineering Matters

8. Employee Activity Reports (John, Roger, Dave Mary, Kristi)

John-J. Siclari distributed his report and summarized the items listed. He noted he is in the process of deciding on an IT provider and he is getting pricing for uniforms. He said they posted the new full-time position and currently have seven applicants. They will begin interviews next week.

Roger-R. Prinz distributed his report and summarized the items listed. He said the Rollingwood Sewer Extension project should be closed out by the end of May. He gave an update on the 133 Station evaluation and the Force Main Extension on Old New Milford Road. He noted the upgrade kits were received from Mission and the installation on 20 units are to be completed by October. He discussed a temporary power agreement at 401B Federal Rd. with the neighbor Hawley, medical building on the corner.

Dave-D. Will distributed his report and summarized the items listed. He said the grease/grit separator second quarter inspections are being done as they are pumped. The Four Corners project has stopped construction. He said surveys are up to date. He gave an update on field service including work at 270 Federal Road, Urban Pizza and 450 Federal Road. He discussed possibly replacing the old portable generator.

Mary-M. Ongaro reported on collection issues.

Kristi-No report.

9. Legal Matters

- a. Permanent Maintenance Agreement Updates-Attorney J. Sienkiewicz said he has 5 done and has 3 more to go.
- b. Berkshire Corporate Park Sewer Takeover-No update.
- c. Federal Road North District Assessment Method-Chair N. Malwitz explained the method used to calculate the assessment. Chair N. Malwitz suggested issuing a credit to reduce the benefit assessment for more recent users. Attorney J. Sienkiewicz disagreed with Chair N. Malwitz's calculations and explained his understanding of the assessment. The Authority discussed the issue and decided not to pursue it further pending further study.
- d. Other Legal Matters-No report.

10. Other WPCA Business

- a. Danbury WWTP Upgrade Update-No report.
- b. Water Pollution Facilities Plan Update-No update at this time.
- c. Candlewood Lake Area Sewer Study Update-No update at this time.
- d. Dean/Pocono Roads Section 319 Grant and LISFF Grant Update-Chair N. Malwitz discussed the Long Island Sound Future Fund as an option for this study. **L. Donovan made a motion to authorize P. Lombardo to apply for the Long Island Sound**

Future Fund. L. Trojanowski-Marconi seconded the motion and it carried unanimously.

L. Donovan made a motion to authorize payment of \$1,000 to P. Lombardo to prepare a grant application for the Long Island Sound Future Fund and authorize Chair N. Malwitz or Vice Chair L. Trojanowski-Marconi to sign any and all documents that may be necessary. T. E. Lopez seconded the motion and it carried unanimously.

- e. Other WPCA Matters-Chair N. Malwitz discussed the correspondence from Item 3 on the agenda and the Authority agreed that there would be no changes made.

11. Vouchers-L. Trojanowski-Marconi made a motion to accept the vouchers as presented. J. Murray seconded the motion and it carried unanimously.

12. Adjournment-L. Trojanowski-Marconi made a motion to adjourn at 9:36 p.m. M. Delvalle seconded the motion and it carried unanimously.

***** Next meeting May 22, 2019 *****