

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, January 27, 2021 7:00 p.m.

MINUTES

Zoom Call-In Info:

<https://us02web.zoom.us/j/85934423490?pwd=N1V0dC9qMEcvNDd1dkZHbzFWSGVMdz09>

Meeting ID: 859 3442 3490

Passcode: 012721

1. **Convene Meeting** - Vice Chair L. Trojanowski-Marconi convened the meeting at 7:05 p.m.

WPCA:

Chair N. Malwitz
L. Trojanowski-Marconi
M. Brown
L. Donovan
M. DelValle
J. Murray
G. Giacobone

Others:

R. Prinz, Maintenance Manager
T. Strid, Maintenance Crew Member
M. Allred, Accountant
J. Sienkiewicz, Attorney
C. Utschig, Langan Engineer
J. Siclari, Director
K. McPadden, Executive Administrator
M. Ongaro, Collections
A. Kennedy, Recording Secretary

2. **Approval of Minutes** – 12/16/20 **G. Giacobone made a motion to approve the minutes from 12/16/2020. L. Donovan seconded the motion and it carried unanimously.**

3. **Correspondence**

- a. Letter from Gary Hawley dated 12/18/20, Re: 2% CCRCC deferral request - K. McPadden explained that 401B Federal Road was billed for the 2% CCRCC following the buildings' certificate of occupancy, and as the regulation states, they are able to request a deferral of payments. They paid the \$10,000 deposit and are requesting to pay the remainder over four years. **L. Donovan made a motion to approve the request by G. Hawley for the deferred 2% CCRCC payment plan for 401B Federal Road. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

4. **Accountant Report**

- a. Monthly Financials - M. Allred discussed the monthly financial report.
- b. TOB Audit Review of Enterprise Fund (WPCA) - M. Allred discussed the Audit analysis.
- c. Transfer of Delinquent Interest to Capital Fund - Chairman N. Malwitz explained the proposed transfer of funds. **G. Giacobone made a motion to transfer from the sewer expansion project accounts the sum of \$174,842.31 that has been collected as delinquent interest on past due benefit assessments and the sum of \$2,252.35 that has been collected as lien fees on past due benefit assessments and to transfer that amount of money from the restricted district accounts to the unrestricted capital fund account. M. Brown seconded the motion and it carried unanimously.**
- d. Three Condo District Assessment – Discussion - Chairman N. Malwitz discussed the timeline and plans regarding the Three Condo District Re-Assessment.

5. **Old Business**

- a. 1050 Federal Road – Application to Disconnect - C. Utschig said they have reviewed the plans for the new DOT facility and recommend the Authority approve the application. **L. Donovan made a motion to approve the application to disconnect and approve the application to connect the new building, both at 1050 Federal Road, based on the recommendation of Langan in their letter dated 1/27/21. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

- b. 1050 Federal Road – Application to Connect – See motion above
- c. 730 Federal Road – Application to Connect - *S. Sullivan, CCA, LLC was present.* C. Utschig said this application should be looked at in conjunction with 37 Old Route 7, which the Authority approved a while back. He said there is an amended design that proposes to extend the municipal system up Laurel Hill Road, past 730 Federal Road and will also service 37 Old Route 7. He said they have reviewed the plans, worked with R. Prinz, and S. Sullivan has revised the plans based on their recommendations. C. Utschig said they are recommending that the Authority approve a modification amended extension permit for 37 Old Route 7, and once that is approved, the building at 730 Federal Road will connect to that system. S. Sullivan said the only thing that has changed since the last meeting is that they have now shown a proposed easement and both properties. **L. Donovan made a motion to approve the application to connect the proposed new building at 730 Federal Road, subject to the construction of a sewer extension as proposed, and as approved in the 37 Old Route 7 project and subject to compliance with any recommendation made by Langan Engineering in their letter dated 1/27/21, and subject to the payment of required fees. M. Brown seconded the motion and it carried unanimously.**
- d. 37 Old Route 7 – Amended Extension Permit - *P. Scalzo, Applicant, was present.* **L. Trojanowski-Marconi made a motion to approve the request for an amended extension permit subject to compliance with any recommendations contained in the report by Langan Engineering in their letter dated 1/27/21, subject to a satisfactory easement and documentation for the permit and payment of required fees, and once that is received, the Chairman would be authorized to sign off and to issue the amended extension permit. J. Murray seconded the motion and it carried unanimously.**
- e. 14 Candlewood Lake Road – Application to Connect/Change of Use - C. Utschig said a grocery store is going in at this location, and as such they need a grease trap line. They have provided the internal plumbing plans and a drawing to modify the exterior. C. Utschig said they have reviewed those plans and the Applicant has made the necessary adjustments. He said R. Prinz has looked at the proposed designs and found them to be acceptable. C. Utschig said they are recommending to the Authority that they approve the application. **M. Brown made a motion to approve the application to connect/change of use for 14 Candlewood Lake Road subject to compliance with any recommendations made by Langan Engineering in their letter dated 1/27/21. J. Murray seconded the motion and it carried unanimously.**
- f. 984 Federal Road/2 Production Drive - Application to Connect - C. Utschig said the application is to install a property line manhole and 100 feet of sewer line to get it past a retaining wall. C. Utschig said they have approved only the construction of 100 feet of sewer line and the Applicant still needs to provide the details of the specifics of the building. This application is tabled.

L. Donovan said there was a request made to the Zoning Commission and the Economic Development groups at the Town to change the regulation requiring commercial properties on the first floor of facilities. She said she is a little concerned about how this affects the WPCA, as they have gone through a lot of trouble making sure people are putting grease traps in, and this could affect income amounts. She noted this would be a permanent change for all of Brookfield.

6. New Business - None

7. Engineer Comments/Project Update

- a. Route 133 Station Improvements Project - C. Utschig said the contracts have been signed, and the contractor is working on his submittals, which he expects to get any day. He said as soon as they have the submittals for the wet well and the generator, they will schedule a pre-construction meeting.
- b. Dean Road/Pocono Road Project - Chairman N. Malwitz said he sent a note out to the Commission about putting out a Request for Qualifications and noted this RFQ would combine the Candlewood Shores project and the Dean Road/Pocono Road project. C. Utschig gave a brief explanation of how RFQ's work. **M. Brown made a motion to authorize issuance of the RFQ for the Dean/Pocono Road Project as proposed. L. Donovan seconded the motion and it carried unanimously.**

- c. Brookfield Market Area - Chairman N. Malwitz said he asked C. Utschig to prepare an engineering package to bring to the point where it is a bid document. C. Utschig said it is done, but he does not have it ready for tonight. He said the price would be a total of \$81,000, including construction services. C. Utschig noted there would be about 8 or 9 easements needed to make this project happen. **L. Donovan made a motion, subject to careful review of the proposal, to allow the Chairman to approve the Langan proposal to do the engineering work to get the design to bid package, not to exceed \$70,000 and the entire engineering package not to exceed \$85,000. G. Giacobone seconded the motion and it carried unanimously.**
- d. Other Engineering Matters - Steve Ballas joined the meeting to see if there was any update on the Candlewood Lake sewer study. Chairman N. Malwitz said they are sending out a RFQ in order to apply for Clean Water Funds.

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

Roger: R. Prinz said the ONMR and Federal force main project will close out by June 30. He discussed the 133 Pump Station upgrade, noting the Contractor has signed the contract and they are awaiting submittals. He discussed the Capital Maintenance projects for FY22, stating he would like to get the bypass piping in at the Caldor Station, some code upgrades to that building and the driveway. He said he would also like to get the water connections for 777 and the high school and would like to purchase a UTV for easement maintenance and storm response. He said he is doing some investigating for other support providers for cost comparison to US automation. He said Andy will be in town this week to install parts and address other work. R. Prinz said the Maintenance Draft budget has been submitted and they need the Chairman's input for final draft. He said the Maintenance Manager replacement vehicle has arrived and is a very nice green color and is equipped with plow. He said it needs to be outfitted and lettered. R. Prinz said the WPCA PS inspections are in progress and on track. He said there was a residential hook up at 60 Candlewood Lake Road and a new building connected at 77 Vale Road.

Tim: T. Strid said quarterly pump station inspections are underway and he is on track to get those done by March 31st. He said the private pump station inspection forms are continuing to give them good positive feedback. He said the flow meter is working as it should at Caldor and they are getting up to the minute flow numbers, which they send to Danbury. He said all the Call Before You Dig tickets are accounted for and up to date. He said the FOG program and the Grease Trap Program inspections are underway and on track to meet deadlines. He said all of the new business surveys are accounted for and up to date. He said the Red Colony Diner is open for business and ROMTECH is in the old Sieman's building on Silvermine Road. They will be doubling their employee size in the next month and will be re-surveyed at the end of February. He said they have been making sure the pump stations are safe during snow falls and making sure they are accessible. He said he has been sitting in on the budget meetings to get acclimated with the budget process.

John: J. Siclari said they are continuing to work in the office with continued COVID precautions, but have had 3 quarantining employees recently. He said it now looks like essential workers will be able to get the vaccine in March. M. Brown noted J. Siclari should clarify that they are waste water workers, which should put them as part of group 1B, and they should be able to get the vaccine in February. J. Siclari discussed the FEMA claims, with the update that FEMA did approve the claim for the tropical storm in August, so hopefully they will get a portion of those funds. He said they are still doing training models on the time and attendance program. J. Siclari said they are addressing some pump station electrical code deficiencies sited in the Facility Plan. He said they did get some updates on the Lower Federal Road improvements and the construction start should be in October. He said they have received plans for an Aquarian water main extension from 58 Vale Rd to Sandy Ln Village. He said plans will be reviewed with Snyder Civil Engineering. Regarding Huckleberry Hill School Project, he said they received draft plans for the CLR water line ext. and have

reviewed them. There are several areas where the sewer line is crossed. No gas line extension plans yet. He has requested final plans with elevations at all sewer crossings so we can determine if the crossings need to be monitored and noted that an inspection agreement should be in place before the start of these projects. He said the Integration billing between GIS and QDS for Grease Trap and Private pumping station inspection fees has been completed, however there was an issue with billing codes so for next billing cycle in June we'll need to get QDS to create unique ID's for GT and PPS bills. He said Tracy Santoro, a Sales Engineer at Hayes Pump, is helping us find a new maintenance tech for our Mission system. He said there is still no report or invoice for the Inventory Evaluation of our new office content done on 10/15/20. He said the new truck was delivered on Thursday 1/21/21 and they are finalizing the loan with Savings Bank of Danbury. He said he has also been working on FY21/22 Budget.

Mary: M. Ongaro said she is catching up on the postings from while she was out. She said she is preparing to work with Chairman N. Malwitz and J. Siclari on delinquent statements.

Kristi: K. McPadden said she is home quarantining and will return to the office when she receives negative test results.

9. Legal Matters

- a. Collections - Attorney J. Sienkiewicz discussed various collection issues.
- b. Other Legal Matters - Attorney J. Sienkiewicz said the contract for Route 133 was signed last week. He also said Silvermine Manor has signed their permanent maintenance agreement and K. McPadden has sent it to the Town Clerk.

10. Other WPCA Matters

- a. Updates
 - 1. Candlewood Lake Area Sewer Study
 - 2. Danbury Plant - Chairman N. Malwitz said there is no update.
- b. Truck Purchase Resolution -Chairman N. Malwitz discussed the details of the proposed resolution. **J. Murray made a motion to adopt the Truck Purchase Resolution, as drafted. (See below.) M. Delvalle seconded the motion and it carried unanimously.**
- c. Other WPCA Matters

- 11. Vouchers** - Chairman N. Malwitz suggested the Authority agree to pay the bills, without review tonight, as K. McPadden was not in the office and unable to present the report. The amounts can be reviewed at next month's meeting. The Authority members agreed.

- 12. Adjournment** - **L. Donovan made a motion to adjourn at 9:07 p.m. L. Trojanowski-Marconi seconded the motion and it carried unanimously.**

*** Next Meeting February 24, 2021 ***

This is to certify that at the regular meeting of the Brookfield Water Pollution Control Authority held on January 27, 2021, the following resolutions were adopted, to wit:

RESOLVED: That the Brookfield Water Pollution Control Authority is authorized to borrow the sum \$37,000.00 from the Savings Bank of Danbury, to execute its promissory note in said amount in favor of said Bank and to grant a vehicle security lien securing such loan upon the Authority's 2021 General Motors Sierra 4 Wheel Drive pickup truck, having a vehicle identification number ending in 6332. Such loan shall be at an interest rate of 5% per annum, shall be payable in monthly installments of principal and interest over a term of four (4) years and shall be on such other terms and conditions as may be required by said Savings Bank of Danbury; and it is further

RESOLVED: That Nelson Malwitz, as Chairman of the Brookfield Water Pollution Control Authority, or John Siclari, as Director of the Brookfield Water Pollution Control Authority, are hereby authorized to execute any and all documents necessary and to take any other action necessary to effectuate the foregoing.