

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, June 26, 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.

<u>WPCA:</u> N. Malwitz, Chair M. Delvalle T. E. Lopez M. Brown	<u>Others:</u> R. Prinz, Maintenance Manager D. Will, Inspector T. Strid, Maintenance Crew E. Kingsbury, Langan Engineer J. Sienkiewicz, Attorney J. Siclari, Director M. Ongaro, Collector A. Kennedy, Recording Secretary
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2. **Approval of Minutes** – 5/22/19 - **Chair N. Malwitz made a motion to approve the minutes from 5/22/19. M. Delvalle seconded the motion and T. E. Lopez abstained. The motion carried 3-0-1.**
3. **Correspondence**
 - a. Letter from P. Avery, Town Sanitarian & Dr. R. Sullivan, Director of Health dated 5/23/19, Re: Sanitary Sewers for 277 Whisconier Road (Brookfield Market and apartments) and 1 Tuck's Road (Wild Iris Salon and apartments) - Chair N. Malwitz read from the correspondence explaining the Brookfield Health Department's recommendation that the WPCA takes necessary steps to provide sanitary sewers to 277 Whisconier Road (Brookfield Market and apartments) and 1 Tuck's Road (Wild Iris Salon and apartments) due to the fact that efforts have been made to design replacement septic systems but due to lot size restrictions, proximity to the Still River and high sub-surface ledge rock and drinking water well location it is impossible to provide an appropriate sized leaching area. The Authority noted that plans were previously drawn up for this area and discussed contacting the property owners to see whether or not they would pay for the service. E. Kingsbury said he would pull up the old design plans and review them.
4. **New Business**
 - a. 854-874 Federal Road – Request for 2-Year Permit Extension - K. McPadden said that T. Lucera from The Enclave is asking for a 2-year extension for their permit which was approved in 2017. The permanent maintenance agreement was already signed. **T. E. Lopez made a motion to approve the request for 2-year permit extension for 854-874 Federal Road. M. Brown seconded the motion and it carried unanimously.**
 - b. 120 Park Ridge Road – Application for Sewer Use/Connection Permit-*Eric Lindquist, Professional Engineer, Tighe & Bond was present.* E. Lindquist reviewed the plans with the Authority and explained the details of the site. Attorney J. Sienkiewicz said he doesn't see any legal issues with the application. E. Kingsbury estimated the engineering fees to be approximately \$1,200 and R. Prinz estimated inspection fees to be approximately \$3,000. K. McPadden noted the application says the estimated water usage per day and gallons 14,109 gallons per day, and employee count will be 220. **T. E. Lopez made a motion to accept the application for sewer use/connection permit for 120 Park Ridge Road subject to the payment of engineering fees in the amount of \$1,200 and inspection fees in the amount of \$3,000. M. Brown seconded the motion and it carried unanimously.**
 - c. 15 Federal Road – Application for Grease Trap - *Rinal Patel, Pieology, was present.* R. Patel said she was here on behalf of her brother, and would be able to answer any questions the Authority has on the application. D. Will said this building has the Pita & Hummus restaurant

on the other side and due to the location of their grease trap and the capacity, there is no way to connect another business to that grease trap. E. Kingsbury said he's looked at the plans and they need the applicant to put a grease trap detail on the plan, and they will want a clean out on the line. He said he will work with their engineer to update the plan. E. Kingsbury estimated the engineering fees to be approximately \$750 and D. Will estimated the inspection fees to be approximately \$1,200. **M. Brown made a motion to accept the application for grease trap for 15 Federal Road subject to the payment of engineering fees in the amount of \$750 and inspection fees in the amount of \$1,200. T. E. Lopez seconded the motion and it carried unanimously.**

5. **Old Business**

- a. 58 Old Grays Bridge Road – Request for 2-Year Permit Extension-**T. E. Lopez made a motion to approve the request for 2-year permit extension for 58 Old Grays Bridge Road. M. Brown seconded the motion and it carried unanimously.**
- b. 14 Candlewood Lake Road – Application for Sewer Use/Connection Permit - Attorney J. Sienkiewicz noted that this application was denied at the previous meeting due to lack of a grease trap. E. Kingsbury said they have now provided a grease trap for future use and have the pipes stopped up to the building. The grease trap will be full of water and it will be maintained. D. Will asked about requiring them to tie something into it so there is a continuous flow and the water does not become stagnant. M. Brown asked if it would be inspected regularly and R. Prinz said it would be inspection yearly. R. Prinz said there is no maintenance if there is nothing going into it. He also said this is an issue he feels should be addressed. He said this is coming up more and more in the field where property owners are pushing back against being asked to put in a grease trap and connect floor drains and sinks, which is costing them extra money. He asked about whether the WPCA has the authority to require this, and what the legal ramifications could be. He suggested they may want to look into updating the WPCA's regulations regarding this matter. **Chair N. Malwitz made a motion to accept the application for sewer use/connection permit for 14 Candlewood Lake Road with the conditions recommended by the engineers to have it capped and filled, subject to a new application being submitted, waiving any additional application fees, noting inspection and engineering fees have already been paid. M. Brown seconded the motion and it carried unanimously.**

6. **Accountant Report**

- a. Monthly Financials-M. Allred reviewed the Monthly Financial report.
- b. Budget Approval -M. Allred and Chair N. Malwitz reviewed the budget and answered questions from Authority members. **T. E. Lopez made a motion to accept the budget as presented. M. Delvalle seconded the motion and it carried unanimously.**

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

John: J. Siclari distributed and reviewed his report. He welcomed T. Strid on board as a new maintenance crew member. He said TD & Sons have submitted their final payment requisition and K. McPadden said it was notarized and they are all set. The Facilities Plan and Candlewood Lake sewer studies are under way and the DEEP Grant has been formally approved. He said they are still looking at design for Dean Road, and now the market area. Commerce Road Force Main replacement design construction is under way. He said for Federal Road/Old New Milford Force Main they are looking at either extending the force main or extending the gravity to fix the problem. Last week Langan showed them a model of the system that they are building for the Lower Federal Road sewer line. The 133 Pump Station has turned out to be a challenge. Route 133 Station motor failure is being repaired. Starting July 1 emails will be sent contractors to solicit bids for North Federal Road Valve Pit Upgrade. The Mission Firmware upgrade was completed in June. Pump station inspections will resume with the help of T. Strid. He said the usage study and I&I analysis will be part of the Facilities Plan. Langan is inputting all the pump station attributes and

looking at asset management programs to interface with the GIS Collector. Future Subnets was chosen as the IT provider. He said they are looking into getting into the Verizon Response Ready service. T. E. Lopez asked if there were any updates on the TCD area. J. Siclari said the Streetscape construction is to start this summer. Chair N. Malwitz said work has started already. J. Siclari said the negotiations between the Town and the builder are still at a stalemate.

Roger: R. Prinz showed an example of the new uniforms. He gave an update on the Commerce Drive Force Main. Work will commence the second week of July. He discussed the flow meters and the Cedar Brook and Stony Hill stations. Valve Pit Upgrade final plans were received from the engineer and will send out invitations to bid. He said the Rollingwood Sewer Extension is done. He said the major problem with the 133 Pump Station upgrade is the wet well size and discussed options. Monitoring system upgrade kits have been installed. He said the trees at the Del Mar Drive station have been removed at the request of the property owner. Pump Station inspections are back on track with the help of T. Strid. R. Prinz said Chair N. Malwitz had requested an achievement memo for record and that was submitted.

Dave: D. Will said grease trap inspections are well underway with the help of T. Strid. He said they have started digging for curbing on the Four Corners for Phase 2 of the Streetscape Project. Surveys are up to date. 450 Federal Road is starting construction on the north building, and the grease trap and connection to the main line is complete. Construction has begun at 401 Federal Road, but no sewer yet. There is a new laundromat opening at 626 Federal Road. They installed public water today and have to upgrade the existing 4-inch gravity sewer to a 6-inch gravity sewer. Demo has begun for 15 Federal Road. Construction has stopped at Frankie's Diner and no one knows why. There is a new men's grooming center coming to 143 Federal Road. Franky's Hot Dogs is coming to 270 Federal Road. Windowrama is moving to 450 Federal Road. There is also a restaurant going there and a Dollar Tree. D. Will resurveyed 636-640 Federal Road. The owner of 777 Federal Road began remodeling the north side of the building for rental, with no permit. The WPCA was sent the money owed and he applied for a permit. There is a new karate center next to Rich Farms Ice Cream, and Agora Restaurant added a deck and small bar room to the north side of the building.

Mary: M. Ongaro is working on collections and assessments and said everything is up to date.

Kristi: K. McPadden said she worked on budget changes. She looked into a new program for payroll. The cabinets have been painted this week and those will be back in tomorrow. Preparing for the new fiscal year.

8. Engineer Comments/Project Update

- a. Commerce Road Force Main Discharge Manhole-Discussed under John's report
- b. Federal Road Projects
 - Old New Milford/Federal Rd Force Main Backup-E. Kingsbury said last week R. Prinz snaked the line upstream from Federal Road. Those plans should be ready for R. Prinz in the next week and a half and then pending any legal issues with the easement. Some additional fact-finding is needed on the easements on the property.
 - Caldor Force Main Repair Project-E. Kingsbury said they have revised the plans and will go over that with R. Prinz in a week and a half.
 - North Federal Road Valve Pit-E. Kingsbury said these plans are complete and have been sent to R. Prinz for review.
 - Flow Meters Cedarbrook & Stony Hill Stations, E. Kingsbury said these plans are complete and have been sent to R. Prinz for review.
- c. Route 133 Station Improvements-E. Kingsbury said on Friday he met with Chair N. Malwitz, J. Siclari and R. Prinz and Langan will put together a design report with a number of different options with recommendations and costs to improve the 133 Station.
- d. Other Engineering Matters-E. Kingsbury said they will pull the old plans for Whisconier Road and will email them to Chair N. Malwitz.

9. Legal Matters

- a. Permanent Maintenance Agreement Updates-Attorney J. Sienkiewicz said he has one to be signed on Whisconier. He is waiting for responses on others.
- b. Correspondence Follow-Up from May Meeting-Attorney J. Sienkiewicz sent a letter in response to the correspondence discussed at the last meeting.
- c. Other Legal Matters-Attorney J. Sienkiewicz discussed collection issues.

10. Other WPCA Business

- a. Water Pollution Facilities Plan Update-In process.
- b. Candlewood Lake Area Sewer Study Update-In process.
- c. Dean/Pocono Roads Section 319 Grant and LISFF Grant Update-Grant decisions are due to be disclosed in September.
- d. 984, 984A Federal Road, 2 Production Drive Inquiry-K. McPadden said these three properties were purchased and the owner plans to combine all three properties, demolish the two structures and build a commercial structure. She said two of the properties are in the sewer avoidance area on the sewer map. She needs to respond to the Zoning Commission regarding this application. K. McPadden will send a letter stating that the property, as a whole, is not currently eligible for sewer service and they will need to submit an application to the WPCA to discuss further.
- e. Other WPCA Matters-Chair N. Malwitz will be on vacation for 3 weeks beginning July 1st.

11. Vouchers-M. Brown made a motion to accept the vouchers as presented. T. E. Lopez seconded the motion and it carried unanimously.

T. E. Lopez made a motion to go into Executive Session at 9:08 p.m. M. Brown seconded the motion and it carried unanimously.

12. Executive Session – Personnel Matters

N. Malwitz made a motion to come out of Executive Session at 9:58 p.m. T. Lopez seconded the motion and it carried unanimously.

It is noted that no motions were made during Executive Session.

M. Brown made a motion to approve the employee compensations as presented and discussed during Executive Session. T. Lopez seconded the motion and it carried unanimously.

13. Adjournment – T. Lopez made a motion to adjourn at 10:00 p.m. M. Delvalle seconded the motion and it carried unanimously.

*** Next Meeting July 24, 2019 ***