

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY
Wednesday, May 23, 2012 Room 133 7:00 p.m.
APPROVED MINUTES

1. **Convene Meeting:** Chairman Malwitz called the meeting to order at 7:00 p.m. with the following persons in attendance:

W.P.C.A.

Chairman Malwitz,
Vice Chair L. Trojanowski-Marconi
C. Scott
J. Jove
T. Lopez
P. Kurtz

Others

J. Sienkiewicz, Commission Attorney
M. Finan, Commission Engineer
R. Prinz, Chief of Maintenance
D. Will, Inspector
K. McPadden, Executive Administrator
E. Cole, Recording Secretary
Howard Lasser, Selectman
Ron Jaffe, Board of Finance Member

*P. Kurtz was a voting member for this meeting.

2. **Approval of Minutes** – 4/25/12 Meeting:

Chairman Malwitz stated that there was a comment from H. Lasser that Item 8.b. under legal matters be amended on the bottom of page 4, under discussion of the capital recovery cost, to add that “. . . the capital recovery cost is allowed by and is consistent with state statute; consistent with past practice; there was a public hearing on the matter in 2005 and no one has complained against it; the state recognized that this was a fair way to make an assessment; and funds coming in from the two percent capital recovery fee in the Southwest district are permitted to be unrestricted funds for general sewer construction, repair, maintenance, and upgrades.

P. Kurtz made a motion to accept the minutes with the above changes. T. Lopez seconded the motion, and it carried unanimously, 5-0.

3. **Old Business**

- a. 398 & 414 Federal Road – Connection Modification and Extension Request

Steve Sullivan of CCA, LLC was present to discuss the application.

Dan Bertram of BRT was also present to discuss the application.

S. Sullivan stated that they are in receipt of the 5/12/12 plan review letter from Birdsall, and they are in agreement with the stipulations.

S. Sullivan noted that Attorney Sienkiewicz updated the Permanent Maintenance Agreement with the additional flow and the update of the current plans, and noted that he and D. Bertram also are in agreement with it.

L. Trojanowski-Marconi made a motion that per the recommendation from the engineers and the revised Permanent Maintenance Agreement as acceptable drafted by Attorney Sienkiewicz, to approve the application. T. Lopez seconded the motion, and it carried unanimously, 5-0.

- b. Bob Osborne – Appeal of Delinquent Interest Charges - 11 Locust Lane, 133 Heatherwood Drive

Robert Osborne, property owner of both residential condos, was present to discuss this matter.

Robert Osborne stated that he is appealing the delinquent interest charges for the two condos that he owns in Stony Hill Village. He explained that he and his wife live out of state for a portion of each year, and on January 20th he received a delinquent statement for both of the condos. He stated that he never received the December 1, 2011 bills (use or assessment), and sent a letter requesting waiver of the delinquent charges shortly after receiving the delinquent statement. This appeal was denied at the January 25, 2012 WPCA meeting. Chairman Malwitz stated that the Quarterly Bill Notice was printed in the newspaper three times and is available on-line, but Mr. Osborne stated that he does not have access to that newspaper, as he is out of State. Mr. Osborne also noted that the WPCA office stated that the bills did not come back to the WPCA as undeliverable, but he stated that he had not received any of the bills. Other than the late charges and the interest, Robert Osborne noted that he is paid up to date, and his previous payment history should stand, as he stated that he pays his bills consistently and on time, and would therefore like to be granted a waiver for the late charge.

P. Kurtz asked how long Mr. Osborne has owned his condos; Mr. Osborne replied that he has owned his condos for the past twenty five years. J. Jove asked how much the interest charge is, and Mr. Osborne replied that the amount is \$59.43, and stated that it covers use and assessment delinquent charges for both condo units. T. Lopez stated that since Mr. Osborne has owned his condos for over twenty-five years, there are certain bills that can be anticipated if they are sent regularly. Chairman Malwitz read the letter that was sent to Mr. Osborne on April 20, 2012 from the WPCA office. C. Scott noted that this matter was already discussed by the WPCA, and he has not heard any new facts to sway his original vote on the matter. J. Jove noted that this time the property owner was present. Attorney Sienkiewicz recommended that the Commission follow statutory procedure, as the legal notice was printed 3 times and non-receipt of a bill shall not invalidate the bill.

J. Jove made a motion to grant Robert Osborne an exception, if permitted by law. P. Kurtz seconded the motion. Motion failed, 2-3.

4. New Business

a. 101 Silvermine Road – Siemens

Mark Pierce, Environmental Health and Safety Officer for Siemens, was present to discuss this request.

Mr. Pierce stated that Siemens is a medical device manufacturer that primarily manufactures blood analyzers. The instruments are assembled and tested at the Siemens facility in Brookfield, and there is dye and preservatives used in the instruments known as CHX Flex. Mr. Pierce stated that the water analysis was already conducted, and he is applying to have the discharge permit altered. T. Lopez asked if Siemens was discharging any hazardous materials that are associated with this process. Mr. Pierce stated that the solution is being changed from the ABS solution, which had trace amounts of mercury in it, to the new CHX Flex, which does not have any mercury in it. Chairman Malwitz asked if there were any heavy metals in the discharge, and Mr. Pierce replied in the negative. T. Lopez clarified with Mr. Pierce that the new product will be less evasive. M. Finan stated that there are some bi-products, and Mr. Pierce stated that the CHX Flex is above the limits for drinking water for chloride and sodium.

Mr. Pierce stated that there would be thirty to forty gallons per day additional over and above the current usage. K. McPadden noted that the original 2005 approval was for 342 gallons per day, and then lowered to 235 gpd in 2010. T. Lopez asked if there was an out-of-house analysis completed on the materials, and Mr. Pierce replied that Aqua Environmental Lab conducted the analysis, and that these reports are available to the WPCA. Mr. Pierce also noted that the materials are consistently analyzed. M. Finan stated that there should be sample results officiating that the cobalt sulfate is absent from the process. Attorney Sienkiewicz asked if there are any limitations of the original approval. K. McPadden reviewed the initial approval for the project with the Commission. R. Prinz noted that he reviews the annual water tests submitted by Siemens.

Attorney Sienkiewicz asked if there was any documentation as to what the proposed new discharge parameters are going to be. K. McPadden reviewed the email correspondence in the file with Attorney Sienkiewicz and the Commission. Attorney Sienkiewicz suggested that a formal request be submitted to the Commission, and clarified with the applicant that a decision in the next month would be sufficient. Attorney Sienkiewicz noted that Mark Pierce should send a copy of his proposal also to M. Finan. Mr. Pierce stated that he will put together an application and submit it to the WPCA. R. Prinz noted that there should be an actual application with the fee amount of \$400.00 to modify the wastewater discharge permit. Attorney Sienkiewicz also suggested that K. McPadden send the original application approval to M. Finan.

b. 807 Federal Road – Proposed Greasetrap

Bill Clifford, property owner of 807 Federal Road, was present to discuss the application. Scott Clifford, Bill Clifford's son, was also present.

Bill Clifford stated that he is planning to open a Peach Wave Frozen Yogurt Shop at 807 Federal Road, where there will be no heating of any foods and no dishwashing involved. Scott Clifford clarified the proposed plan with Attorney Sienkiewicz, stating that there are limitations on the parking because of the Zoning designation in that area, so only half of the building can be used. R. Prinz noted that the reason why the owners are present is because it is a food usage, and R. Prinz cannot waive the requirement for the grease trap; only the Commission can do that. P. Kurtz asked if the owner could foresee any further usage more similar to a restaurant in that building, and Bill Clifford stated not at this time. R. Prinz stated that this is a new food business, but he does not believe that this type of food service falls into Classification 3 or 4, both of which require a grease trap. R. Prinz stated that he did not believe that a regular-sized grease trap is necessary, and that an under-sink version may be adequate for

this type of business. D. Will asked that the owners send the spec sheets of the under sink grease trap to the WPCA. R. Prinz noted that if a larger business ever moves into the building, a grease trap will need to be installed.

L. Trojanowski-Marconi made a motion to accept the application and to request the applicant to submit a modification to provide for alternate FOG management equipment; if the equipment is deemed acceptable by staff and the engineer, to authorize the staff to sign off and issue the permit on behalf of the Authority, limited to this proposed use and if there is any change to this application the applicant would need to come back with another application. P. Kurtz seconded the motion, and it carried unanimously, 5-0.

Attorney Sienkiewicz explained to the applicants to submit the plans for the under-sink grease trap that he plans to install. K. McPadden noted that three copies should be submitted to the WPCA office.

5. Accountant Reports

a. Monthly End Reports

Chairman Malwitz made a note of the accountant report, and stated that the charge to Danbury last year was lower than expected, and the other numbers seem to fall in line with expectations.

b. 10-Year Capital Project Plan

Chairman Malwitz stated that this plan can be discussed at the next meeting with the Accountant present. R. Prinz noted that he had started to work on this plan years ago. Recently S. Welwood has identified how the WPCA will spend money in the next 10-years. R. Prinz noted that there is no money set aside for the replacement of pumps and trucks, and other types of equipment. R. Prinz stated that S. Welwood has suggested that the Commission plan to accrue money over a ten-year period to fund replacement of large capital equipment. K. McPadden noted that the calculations presented are based on the assumption that the \$95.00 use charge is approved. R. Prinz noted that it is not good business to not have some money set aside for replacements, and that if the WPCA does not start saving, there will be negative amounts, which the WPCA will eventually owe. R. Prinz also stated that this plan does not allow for inflation. J. Jove gave the Chairman an article from the Ridgefield Press regarding stalled sewer plans in Ridgefield due to inadequate financial planning. R. Prinz stated that this capital plan is further evidence that the WPCA needs to raise their sewer usage fee to \$95.00. Attorney Sienkiewicz asked if R. Prinz plans to update this plan every year. R. Prinz responded that this will be a rolling type of document, and that this was originally started as a five-year plan, but that did not give enough of an outlook. T. Lopez stated that he believes that R. Prinz and S. Welwood have a pretty good idea about when the equipment will need replacement, and also asked if R. Prinz considered the age of the current equipment.

H. Lasser stated that the reason that expenditures went down tremendously is because the \$132,000.00 annual bond payment to Danbury will be paid off in 2013. He stated that he believes that S. Welwood is being too conservative with her estimates. H. Lasser stated that there are about \$10 million of fixed assets, and about 25% are consumables, which wear out and need to be replaced. H. Lasser suggested that there should be about \$250,000 a year budgeted towards these consumables. The other amount of seven or eight million is the pipes in the ground for repair which do not wear out often. H. Lasser suggested that the Commission estimate about \$1.4 million, not one million, to cover those prices. H. Lasser stated that the 2012/2013 budget proposes \$177,000 for the depreciation, and about \$25,000 for ongoing maintenance. H. Lasser stated that the issue is the other one million and a half or so for which an appropriate plan needs to be compiled. H. Lasser offered to sit down with S. Welwood to analyze the capital improvement plan, and stated that he believed that the Commission is about eighty percent complete with this plan. Chairman Malwitz noted that the Commission has some time to review this plan, and Mr. Prinz noted that this is a draft of the plan.

P. Kurtz asked R. Prinz if the WPCA had a sufficient number of generators should the Town have a major storm with town wide power outages. R. Prinz replied that his major concern is the generator at Silvermine, and if the high school is re-opened as a shelter, a generator needs to be on twenty-four hours at Silvermine. P. Kurtz asked if the purchase of more generators should be in the plan. P. Kurtz asked if there was any problem with buying used generators for the stations. R. Prinz responded that the condition of used generators often depends on what the generator was used for in the past.

c. Capital Projects Status Report

K. McPadden noted that this a monthly update of the projects.

6. Engineer Comments/Project Update

a. Old New Milford Road Sewer Extension Project

M. Finan stated that there is no engineering activity. R. Prinz noted that the State was out today, and the road has been marked to have the area re-grinded and re-paved soon, probably early June. Chairman Malwitz asked what the final number projected for that project will be, and R. Prinz stated that he could have the number for next week. Chairman Malwitz asked R. Prinz to bring the number to the June meeting.

b. Sandy Lane Sewer Extension Project

M. Finan stated that there was no engineering activity. R. Prinz stated that the contractor completed the pavement according to the Town Engineer's specifications. There will be a semi-final payment approval probably at the next meeting. R. Prinz stated that he is waiting for a voucher from the contractor. P. Kurtz asked how the retainage is handled, and R. Prinz noted that once the project is substantially complete, two percent is held for a year. Attorney Sienkiewicz has received the easement for the pump station, and will ask K. McPadden to record it on the land records. K. McPadden noted that the public hearing date has been set for June 27th. Attorney Sienkiewicz stated that he made it clear in the legal notice that some of the properties will be subject to a capital cost recovery connection fee. H. Lasser stated that he will check the bond time period.

c. Caldor Pump Station Grinder

M. Finan stated that this project is moving steadily forward and all of the major components have been ordered. The grinder should be arriving on May 31st, and the project should start in early June.

Chairman Malwitz proposed that additional flow meters be installed in the area of the Caldor Pump Station to get more detail of where flows are coming from, since it appears that approximately two-thirds of the flow comes from that commercial area. The inline flow meters would be able to detect where the flow is coming from, and to monitor four of the five lines that come into the Caldor pump station. Chairman Malwitz stated that for \$40,000.00 plus an additional amount for electrical work not to exceed \$10,000.00, the WPCA can have a much better monitoring system for the four lines. In addition, the GIS system is just about ready, which will allow the inverts to be put into the system to allow the Commission to know the flow of each pipe. With this analysis the Commission would know if the pipes were adequate for the amount of flows that the pipes are experiencing. R. Prinz noted that he had met with the electrician at the site, and the electrician stated that if there is a leak or blockage somewhere, R. Prinz will be notified quickly. Chairman Malwitz recommended that the \$35,000.00 be spent and paid to U.S. Automation as well as the cost of the cell phones for approximately \$350.00 a year. R. Prinz stated that there is a chart recorder at the Caldor pump station grinder, so only the measurement of the flows leaving to Danbury are currently measured. Chairman Malwitz stated that also if there is too much flow and not enough units paying, this monitoring system would give the WPCA that information. Chairman Malwitz stated that there will be one line that will not be captured by this monitoring, but those numbers will be deduced from the flow of the other lines.

L. Trojanowski-Marconi made a motion to approve the U.S. Automation quote for \$35,000.00 and for electrical work not to exceed \$10,000.00 for this installation. J. Jove seconded the motion, and it carried unanimously, 5-0.

Attorney Sienkiewicz stated that he will draft an easement for the Gray's Bridge Commons property for the panel and the use of the electricity. Chairman Malwitz suggested that Attorney Sienkiewicz make a proposal, and R. Prinz stated that he will give Attorney Sienkiewicz a sketch of the property.

d. High Meadow/Ledgewood/Newbury Crossing Project

M. Finan stated that the surveyors are still out on the property and are waiting for the flight results. Once the survey is received, M. Finan stated that the new information will be added to the survey in CAD. There will also be videoing of the existing lines of the condo units. M. Finan noted that once the project is fine-tuned there will be a more specific construction cost for the project from Birdsall Engineering. Chairman Malwitz stated that he, the engineer and several Commission and staff members attended the Ledgewood Condo Association annual meeting to answer questions and discuss some of the details of the project with the residents. One of the questions asked if the Congregational Church will be a part of the project. Chairman Malwitz suggested that the Congregational Church be contacted and asked if they would like to be included on the line.

e. Delmar Drive Sewer Extension

M. Finan stated that the plans are about 85% complete, and when more complete, the plans will be submitted to R. Prinz for his review. Chairman Malwitz noted that there is a proposal before the Board of Selectmen for approval for the bond amount. Chairman Malwitz stated that the grand list values are fairly low and the benefit assessments based on the preliminary numbers will be about thirteen to fifteen percent, which is relatively high. Chairman Malwitz asked D. Will to re-survey the property owners using the combined project assessment numbers to make sure they are still onboard. Attorney Sienkiewicz stated that the Commission could have another informational public hearing for Del Mar Drive.

M. Finan noted that the Target Flavors building was assessed as the Old New Milford line but now will tie into the Delmar line, and M. Finan asked if that amount should be factored into the new amount. M. Finan stated that it would be a benefit for that building to use this design. M. Finan noted that the force main has been installed as part of the other line. K. McPadden noted 28 Del Mar Drive, and M. Finan stated that it may help the percentage to add that building and 355 Federal Road as well.

Howard Lasser asked Attorney Sienkiewicz if a property appeals and wins, would all the properties be re-assessed to make up for that appeal settlement. Attorney Sienkiewicz stated that doing a process like that would not be practical, and that money from other sources would need to be collected. Attorney Sienkiewicz reviewed a past case scenario with Howard Lasser, where the property owner paid a higher rate for three years. R. Prinz noted that that was an example of an extreme case. J. Jove noted that court decisions do not happen that often. P. Kurtz also noted that the property owners would have a notice well in advance of the charges. Attorney Sienkiewicz offered other examples of appeals in other towns as well. Howard Lasser asked Attorney Sienkiewicz where in the statutes does it state that the WPCA has the authority to bill and assess in other areas. Chairman Malwitz stated that the WPCA is allowed to re-assess every property if necessary in the case of a short-fall of funds.

f. 20 Year Sewer Capacity Study

Chairman Malwitz stated that this project is a work in progress, and that he has made some changes in the narrative that has since been sent back to Birdsall. Chairman Malwitz reviewed some flow projections with the Commission. Chairman Malwitz stated that there was an analysis done of all the properties, and that any property that could be added to the plan in the next twenty years was added. Chairman Malwitz reported that it does not look like the Brookfield WPCA will be passing the 500,000 gallons within the next ten years. Chairman Malwitz suggested that the Commission re-negotiate the contract for the possibility of ten years. Attorney Sienkiewicz noted that previously the Commission had very few any residential properties connected to the sewer, and recently there have been many more residential applications. P. Kurtz asked if the majority of the connections are residential or commercial, and Chairman Malwitz noted that Candlewood Shores, Dean Road, and some of the other commercial properties are on the potential list as well. Chairman Malwitz noted that the Brookfield flows account for about three percent of Danbury's flow. P. Kurtz noted that he sees slow growth for the next ten or twenty years, and that technology will grow so quickly. Chairman Malwitz also stated that there has not been much done in this Town to try to conserve the flow of water into the sewer lines.

g. Other Engineering Matters

Water Pollution Control Plan

Chairman Malwitz noted that R. Prinz also had worked on the state mandated water pollution control plan. Atty. Sienkiewicz recommended that the water pollution control plan be discussed at a public hearing. Chairman Malwitz suggested that the public hearing be held for this matter in August. Attorney Sienkiewicz suggested that the item be put on the next agenda for the Commission to schedule a public hearing for the matter. K. McPadden noted that she will send a draft of the water pollution control plan to the Commission.

7. Legal Matters

a. Sandy Lane Proposed Permanent Maintenance Agreement

Attorney Sienkiewicz stated that he has sent the agreement and has not heard back yet. Chairman Malwitz asked K. McPadden to send the property owner a letter to inform him of the public hearing scheduled for next month and also to ask for the completed Permanent Maintenance Agreement.

b. Delinquent Accounts

Attorney Sienkiewicz stated that the 777 Federal Road levy & sale had been resolved, and the benefit assessment has been reinstated. Attorney Sienkiewicz stated that one additional levy & sale is pending.

c. Other Legal Matters

Attorney Sienkiewicz stated that K. McPadden has been in touch with him about the calculations for the unit charges for restaurant use. Attorney Sienkiewicz stated that the current regulation pertinent to restaurants states that for every ten seats operating eight hours a day, the restaurant pays two units. Attorney Sienkiewicz reviewed the regulation with the Commission. R. Prinz noted that if there are one hundred seats, none of the seats will ever be full at once. Attorney Sienkiewicz stated that he went back to the archives and reviewed the regulations from 1994. Attorney Sienkiewicz reviewed the historical information with the Commission, making note that for each additional hour that the restaurant is open, the charge is 0.1 unit for each additional hour for every ten seats. Attorney Sienkiewicz stated that he believes that there was an error in drafting the current regulation which charges 1.5 units for each additional hour over 8. Attorney Sienkiewicz suggested that the Commission should at least return to the original regulation of 0.1, and in the interim, determine how the restaurant use will be billed.

K. McPadden noted that Johns Best restaurant is currently billed for 10.5 units, and the property owner feels that that amount is high because the room in the back of the restaurant is not always full. D. Will noted that the restaurant seats 120 people. K. McPadden reviewed the billing amount, halving the amount of seats in the restaurant. K. McPadden noted that the survey shows one hundred seats, not one hundred and twenty seats. D. Will stated that the restaurant next door is always full, and stated that this type of charge should almost be done on a case-by-case basis. K. McPadden noted that Panera Bread is being billed for eighteen units. C. Scott stated that it does not sound efficient to review each restaurant on a case-by-case basis. K. McPadden agreed that there should be a formula for each restaurant. C. Scott asked what the policy is on re-surveying. Attorney Sienkiewicz suggested that a form with the first quarter bill be sent to each property owner to complete to have the option to request a re-survey. K. McPadden noted that John's Best is currently being billed for one hundred seats.

Attorney Sienkiewicz stated that he believes that the Health Department determines how many seats are permitted. R. Prinz suggested that some of the restaurants are visited to determine the current amounts being paid. Howard Lasser stated that some towns bill based on water usage, and suggested that this may be an option for those properties who will be on the water line. Attorney Sienkiewicz stated that Aquarion Water Company charges to release those numbers. Howard Lasser suggested that this may be an option from a long-term standpoint. R. Prinz noted that there may be a problem with this method because it may not be fair to everyone. Attorney Sienkiewicz stated that the billing would need to be system-wide and that he believes that the regulation should be set for the average usage.

Attorney Sienkiewicz stated that he believes that R. Prinz and D. Will may want to do a survey of current restaurants.

R. Prinz suggested that the Commission determine the rate for this case, and suggested that the Commission discuss this issue in detail at the next meeting. C. Scott suggested that the case be taken under review by the Commission. The Commission agreed that the study of the restaurants be done by the office staff.

8. Chief of Maintenance & Inspector Reports

R. Prinz noted that there is a payment request for the grinder in the amount of \$10,500.00 for tonight's approval. R. Prinz noted that Maggie McFly's is still in the process of getting their sewer line out to Sandy Lane. R. Prinz noted that the remediation equipment at BJ's has been removed. He also pointed out that the rug shop at 236 Federal Road was disconnected from the sewer line and demolished. R. Prinz stated that the outstanding projects have been reconciled, and that there is a part-time employee that was hired for help with the season. R. Prinz also noted that the job description has been updated for the human resources project.

D. Will stated that he has completed the second quarter grease trap inspections, and there were two issues; one at 18 Old Route 7 and the other at 265 Federal Road. He stated that corrective actions letters were sent out last week. He also noted that there was also an issue with the front line at the Costco site. D. Will noted that the grease trap will be jet-rodded again. D. Will also noted that there was some evidence from the bakery at ShopRite that that grease trap needed to be jet-rodded. D. Will stated that the only other issue was with the grease trap at Maggie McFly's, where the grease trap was located under the patio. D. Will stated that he will be meeting with the property owner to discuss further solutions. Attorney Sienkiewicz asked where the grease is pumped, and D. Will stated that the grease is pumped to the pump station at Danbury. D. Will stated that the Town of Brookfield has the most effective grease trap inspection program in the area. P. Kurtz asked how long it took D. Will to inspect

the grease traps, and D. Will responded that it took him about three days to complete all of the inspections once a quarter.

9. Other WPCA Business

- a. Inspection Fee Increase –Public Hearing set for July 25, 2012
- b. User Fee Increase – Public Hearing set for July 25, 2012

Attorney Sienkiewicz noted that he sent the public hearing notice to K. McPadden earlier that day.

- c. U.S. Automation Proposal

This line item is reported on in Section 6.c. above.

- d. Dean Road Survey Update

K. McPadden reported that as of today, she has heard from fifty-one property owners (out of 91). The results were: 17 yes, 20 no, 14 unsure, and 3 returns from the mail. Chairman Malwitz stated that this information needs to be sent to the Sanitarian, since he was the driving force behind this potential project and suggested that the WPCA step away due to the lack of positive responses.

- e. Performance Reviews/Job Descriptions

T. Lopez stated that the self appraisals have been received and that everyone involved has been extremely helpful with this process. He explained that the work has been validated along the way by the Town's Human Resource director. T. Lopez stated that the Commission is looking to develop a procedure manual, and the benefit of having a procedure manual is to allow a fill-in for someone who is on vacation or is sick, to have access to the step-by-step instructions. T. Lopez noted that the Town has a procedure manual for most of the jobs. T. Lopez stated that this procedure manual would be beneficial to the WPCA. Chairman Malwitz stated that there will be objectives with procedures behind them, and this will be beneficial to think and plan forwardly.

- f. Other WPCA Business

Chairman Malwitz noted that there is no other WPCA business.

The Commission moved to item 11 on the agenda.

11. Vouchers

L. Trojanowski-Marconi made a motion to accept the vouchers. J. Jove seconded the motion, and it carried unanimously, 5-0.

10. Executive Session – Job Descriptions

L. Trojanowski-Marconi made a motion to move into Executive Session at 9:52 PM for the purpose of discussing and evaluating the performance of the Authority employees. T. Lopez seconded the motion, and it carried unanimously, 5-0.

At this time, all employees and audience members left the meeting room. Chairman Malwitz, L. Trojanowski-Marconi, T. Lopez, J. Jove, P. Kurtz and C. Scott remained for the Executive Session. A motion was made by L. Trojanowski-Marconi to come out of Executive Session. The motion was seconded by P. Kurtz and passed unanimously. No motions were made during Executive Session.

12. Adjournment

A motion was made by L. Trojanowski-Marconi to adjourn at 10:27 p.m. The motion was seconded by P. Kurtz and passed unanimously.

*** Next meeting scheduled for June 27, 2012 ***