

BROOKFIELD WATER POLLUTION CONTROL AUTHORITY

Wednesday, June 26, 2013 Room 133 7:00 p.m.

APPROVED MINUTES

1. **Convene Meeting** - Acting Chairman L. Trojanowski-Marconi called the meeting to order at 7:00 PM with the following persons in attendance:

WPCA:

L. Trojanowski-Marconi, Acting Chair
T.E. Lopez
J. Jove
P. Kurtz - 9:16 pm

OTHERS:

W. Charles Utschig, Engineer
M. Finan, Engineer
S. Welwood, Accountant
R. Prinz, Chief of Maintenance
D. Will, Inspector
K. McPadden, Executive Administrator

2. **7:00 P.M. PUBLIC HEARINGS:**
 1. **PROPOSED AMENDMENTS AND REVISIONS TO THE BROOKFIELD SEWER USE RULES AND REGULATIONS**
Acting Chairman L. Trojanowski-Marconi opened the Public Hearing and read the legal notice as it appeared in the Danbury News Times on June 14, 2013. There were no comments from the public or the commission; therefore the Public Hearing was closed.
 2. **PROPOSED INSPECTION CHARGE INCREASE**
Acting Chairman L. Trojanowski-Marconi opened the Public Hearing and read the legal notice as it appeared in the Danbury News Times on June 14, 2013. There were no comments from the public or the commission; therefore the Public Hearing was closed.
3. **Approval of Minutes** – 5/22/13 – K. McPadden stated that ‘Bi-Annual’ should be replaced by ‘Semi-Annual’ on pages 3 and 4 of the May 22, 2013 minutes (relating to the proposed billing process). **A motion was made by Tulio Lopez to amend and approve the minutes of May 22, 2013. The motion was seconded by J. Jove and passed unanimously.**
4. **Correspondence** - See 20 Vale Road below for one piece of correspondence.
5. **Old Business**
 - a. 20 Vale Road – Sewer Extension Application. A letter was received today from S. Howard, CCA, LLC, requesting to table this application to the next meeting. C. Utschig stated that the easement language is still being worked out between attorneys and, although he submitted a review of the application earlier today, he requests that the applicant get all easements and rights in order prior to the next meeting so that the engineers can do their final review for the Authority. R. Prinz stated that he spoke with Mr. Steiner and construction of the building at 111 Park Ridge Rd. is underway and they plan on taking occupancy in December. Mr. Prinz stated that the sewer extension will probably take 4-6 weeks and that there will be substantial inspection fees associated with the project. **A motion was made by J. Jove to table this application to the next meeting, with the request that the easements and rights get finalized prior to it coming back to the Commission so that the engineers may do their final review of the application. The motion was seconded by T. Lopez and passed unanimously.**
 - b. 111 Park Ridge Road Parcel 1(fka 20 Vale Road) – Sewer Connection Application. A letter was received today from S. Howard, CCA, LLC, requesting to table this application to the next meeting, as well as request a 65 day extension. **J. Jove made a motion to approve the applicants 65 day extension request, with the same stipulation made above regarding finalization of easements and rights. The motion was seconded by T. Lopez and passed unanimously.** A motion letter will be sent to the applicant.

- c. Proposed Amendments and Revisions to the Brookfield Sewer Use Rules and Regulations - To consider and act upon. **A motion was made by T. Lopez to approve the proposed amendments and revisions to the Brookfield Sewer Use Rules and Regulations, effective June 26, 2013. The motion was seconded by J. Jove and passed unanimously.**
- d. Proposed Inspection Charge Increase – **A motion was made by J. Jove to approve the proposed inspection charge increase to \$75.00 per hour, effective July 1, 2013. The motion was seconded by T. Lopez and passed unanimously.**

6. New Business

- a. 12 Silvermine Rd. – Application to Connect – Present was the owner of the property, Richard Stanco, 12 Silvermine Road. Mr. Stanco is seeking approval to connect his residence to the existing wye that exists in front of his house along Silvermine Road, and explained that Pembroke Pumping will be doing the connection. R. Prinz asked if an easement would be needed from Mr. Stanco's neighbor, and Mr. Stanco confirmed that it would not be necessary. C. Utschig asked that Mr. Stanco submit a code stakeout for the utilities and a sketch that shows the elevations of the pipe coming from the back of the house and the wye. Once these are submitted, Mr. Utschig stated that from an engineering perspective that's all he needs to recommend approval. **A motion was made by T. Lopez to approve the sewer connection for 12 Silvermine Road, with the stipulation that prior to construction, the owner submit a code stakeout and sketch of existing wye and pipe elevations to the office. The motion was seconded by J. Jove and passed unanimously.**
- b. 419 Federal Rd. – Application to Connect – Present were Mark Kornhaas, Artel Engineering Group, and Pete DiScala, Sunburst Landscaping. Mr. Kornhaas stated that they are proposing an addition that will house a private carwash bay and 2 connections to the sewer (gravity from the existing building and a pump up system from the addition). He stated that there is an existing sewer lateral at the property right of way where they will install a wye, put a force main gravity manhole, one gravity connection and a force main up. They will also install an oil/grit separator that meets with DEEP standards. They're currently before the Zoning Commission and will submit plans once it's gotten through Zoning. Mr. Kornhaas noted that the application states an average discharge of 400 gpd, but the peak should say 1,200 gpd. T. Lopez asked Mr. Kornhaas to elaborate on the car wash. Mr. DiScala explained that the business has 10 work vehicles that will be washed in the car wash - exterior, underneath, salt and sand. Mr. Kornhaas stated that the floor drains will go to 1,000 gallon oil/water separator. R. Prinz stated that he was quite surprised to find out that the building was not connected to sewer and stated that the main line sewer in that area is approximately 20' in the ground. **A motion was made by J. Jove to take in the application [and plans and details once they are submitted] to connect for 419 Federal Road, forward it to Langan for their review and set the fees at \$1,950 (\$750 for engineering and \$1,200 for inspection). The motion was seconded by T. Lopez and passed unanimously.**

7. Accountant Reports

- a. Month End Financial Report – S. Welwood reviewed her report and stated that everything was "status quo".
- b. Year-end timing – S. Welwood explained that, similar to last year, she will not report June YTD until August; that way she can report what she's submitting to the auditors, and then report July and August in September.
J. Jove asked S. Welwood if she had read the email from Mr. Lasser and she stated that Chairman Malwitz asked that she prepare a draft response by the July meeting.

8. Engineer Comments/Project Update

- a. Del Mar Drive Sewer Extension Project – This is discussed under Chief of Maintenance Report.
- b. High Meadow/Ledgewood/Newbury Crossing Project – C. Utschig reported that the draft bid documents have been given to R. Prinz for final review. The legal notice will be sent tomorrow

to K. McPadden for printing in the Danbury News Times on June 28 or July 1, 2103. Bid packages will be delivered to the office no later than Wednesday, July 3, and available for purchase and review on Friday, July 5, 2013. The pre-bid meeting will be Wednesday, July 10, and the bid opening will be Thursday, July 19, 2013 at 3:00 p.m., in hopes that an award may be made at the next meeting on July 24, 2013. Estimated project start for this phase is August 1, 2013. T. Lopez asked if there was time to send this contract to CIRMA for their review, but due to the time constraints of working during the dry season, it isn't. C. Utschig explained that they used a similar contract that was used for the last project and that it should be fine. T. Lopez asked if the maps were provided to Atty. Sienkiewicz and if there were any outstanding permits or issues. M. Finan stated that CCA is preparing the maps and that there are 2 permits outstanding: the Army Corps of Engineers permit, which should be received within the next week or two, and the railroad permit, which is in process. **A motion was made by J. Jove to authorize the 'High Meadow/Carriage Homes/Ledgewood and Newbury Crossing Sanitary Sewer Improvements and Pump Station Phase I – Wetland Activity' project to go out to bid. The motion was seconded by L. Trojanowski-Marconi and passed unanimously.**

- c. GIS System Update – In order to get a more accurate sewer line GIS map, data entry will need to be done. T. Lopez recommended that R. Prinz work with Langan to identify the exact GIS needs using the existing “wish list” and establish a priority list with detailed expectations. A consultant will then be hired to meet with S. Sharlow, the Towns’ GIS consultant, to enter data into the GIS system. This will allow Mr. Sharlow to move forward with his GIS duties as they relate to the WPCA.
- d. Other Engineering Matters - Langan/BSG – T. Lopez asked for a status update on the transition from Birdsall Engineering to Langan Engineering. C. Utschig stated that based on a conversation he had with Chairman Malwitz, the WPCA has terminated all contracts with Birdsall, and the project data has been sent via disk to the WPCA. Two independent contracts are in place between Langan and the WPCA, and the term contract will be ready by next month for approval at the next WPCA meeting. T. Lopez requested that copies of these contracts be sent to all WPCA Commissioners.

9. Legal Matters

- a. 67 Federal Road License Rollingwood Permanent Maintenance Agreements – Discussed under Chief of Maintenance Report, no motions.
- b. Commerce Road Permanent Maintenance Agreement and System Takeover – Discussed under Chief of Maintenance Report, no motions.
- c. Collections/Levy & Sales – K. McPadden explained that there are two (2) levy and sales scheduled for July 11, 2013. The Brookfield Patch wrote an article on the upcoming levy and sales and K. McPadden wanted it noted on the record that this article was not initiated by the WPCA; it was initiated by the Patch after he saw the postings in Town Hall.
- d. Other Legal Matters – None.

10. Chief of Maintenance Report – R. Prinz handed out and reviewed his Chief of Maintenance Report:

- Del Mar Project – R. Prinz reported that the contractor, Earthmovers, started the project very late and neglected to request an extension of time. They have since requested a 90 day extension, but the Commission feels that this is too much time. The contract states that if they exceed the contract time, they can be charged \$500.00 per day in financial damages. Langan will draft up an extension letter and send it to the WPCA office to be signed by the Chairman Malwitz. **A motion was made by T. Lopez to extend the Earthmovers contract seventy-five (75) days, requesting that a letter be sent to Earthmovers highlighting the consequences if the project is not completed within that allotted timeframe. The motion was seconded by J. Jove and passed unanimously.**
- 67 Federal Road/Monitoring update – R. Prinz met with the property owner and the owner is concerned about where the electrical box is going to go. Mr. Prinz feels that if we continue

with the license agreement and Atty. Sienkiewicz make it a bit less constraining maybe the owners will approve it. Mr. Prinz stated that if he can't come back with a more definitive answer by next month, he feels it might be appropriate to look into getting our own power at a utility pole.

- Sandy Lane Project – R. Prinz thought that Iapaluccio would be requesting their final payment for tonight but they did not. He will remind them for next month.
- Old New Milford Road Project – Mr. Prinz reported that the final payment request should be submitted for next month's meeting by the contractor.
- Manhole repair – Mr. Prinz noted that seven (7) manholes were repaired along Federal Road this past month. He stated that D. Will did a great job coordinating the repairs.
- Commerce Road – R. Prinz stated that he's gathering the costs for the Commerce Road system takeover for Atty. Sienkiewicz. He met with Andy Sincali from U.S. Automation and a pump maintainer, and both gentlemen pointed out things that need to be done. Mr. Prinz is still figuring out whether it will be financially prudent to take over the system.

11. Other WPCA Business

- a. 3-Condo District Assessment Re-Calculation – A Resolution was written by Atty. Sienkiewicz and distributed to all Commissioners prior to tonight's meeting for review. K. McPadden explained that the schedules in the Resolution may change prior to next month's public hearing if any delinquent properties are brought current.

P. Kurtz joined the meeting at 9:16 p.m.

A motion was made by P. Kurtz to adopt the Resolution Concerning Proposed Modification of Assessment Payment Plan for the Three Condominium Sewer Extension and to set the Public Hearing for July 24, 2013 at 7:00 pm. The motion was seconded by J. Jove and passed unanimously.

- b. A/P Process and signatures – K. McPadden stated that Chairman Malwitz met with the Controller and it was agreed upon by both parties that the WPCA would take over the A/P process as of July 1, 2013, with the exception of BAN'd and bonded project invoices and payroll, which will still be processed through MUNIS. S. Welwood believes that by doing this it will be more efficient and will give better detail in the records. Ms. Welwood discussed the segregation of duties and explained how she looked at this new process through auditor eyes. She explained that there are offsetting controls in place that are not part of the transaction cycle, but offset any weaknesses due to the segregation of duties. These offsets include the Commission approving all vouchers, and Ms. Welwood, a third party with no signing or management authority, reviewing and reconciling on a timely & monthly basis. After reviewing these offsets, Ms. Welwood recommends that K. McPadden be the signer on all checks, but signing them only after they've been approved by the Commission. The only exception to this will be utilities that fall off-cycle, including AT&T, CL&P, Yankee Gas, Mitchell Fuel and Verizon, up to a total of \$5,000. **A motion was made by J. Jove to authorize the WPCA office to start processing [WPCA] accounts payable starting July 1, 2013, picking up the responsibilities now done by the Finance office, with the exception of the BAN'd and bonded projects, which will continue to be processed through MUNIS and paid by the Town of Brookfield. The motion was seconded by T. Lopez and passed unanimously.**

A motion was made by J. Jove to authorize K. McPadden, on a monthly basis and prior to Commission approval, to process and sign accounts payable for the following utilities, up to and no more than \$5,000: AT&T, CL&P, Verizon, Yankee Gas and Mitchell Fuel. Approval of these invoices will be at the next Commission meeting; all other accounts payable will be processed and signed by K. McPadden after approval at the Commission

meeting, per voucher listing. The motion was seconded by T. Lopez and passed unanimously.

- c. Employee Handbook – T. Lopez requested that R. Prinz re-send the employee handbook with his comments and recommended changes.
 - d. Logo Update – K. McPadden stated that a logo was chosen and showed a copy of the winning logo to the Commission. T. Lopez asked that ‘Water Pollution Control Authority’ be written out in full words on one version of the logo.
 - e. Other WPCA Business – Invoice Cloud – S. Welwood stated that she is a bit uncomfortable with the transition to Invoice Cloud (IC) and noted that she is visiting an audit client in July that is in the process of implementing IC. She will ask them what challenges and issues they’ve had so requests that the transition to IC be placed on hold. She is also concerned about M. Ongaro being “thrown” too many changes at once, ie. Switch to semi-annual billing, delinquent account process, reconciliations, etc. and feels the switch to Invoice Cloud should wait. T. Lopez asked if the timetable that was discussed will be adhered to; S. Welwood replied ‘yes’.
- Office Furniture Update – K. McPadden reported that the office furniture and file cabinets have been selected and she requests that half of the payment be approved for payment in July (prior to the July meeting) since the cost is part of the FY14 budget. This payment will initiate the order, and delivery is being timed so that the office will have been painted and carpeted prior to delivery. **A motion was made by J. Jove to approve and pay Invoice #32669 to Superior Office Furniture & Supply for \$5,706.92. This invoice is the 50% deposit for the new office furniture and cabinets, which will be installed in August. The motion was seconded by T. Lopez and passed unanimously.**

12. **Executive Session** – Personnel matters relative to responsibilities, duties and salary levels of the WPCA employees

A motion was made by P. Kurtz to enter into Executive Session at 9:31 pm to discuss personnel matters relative to the responsibilities, duties and general compensation levels of the WPCA employees, inviting only WPCA Commission members. The motion was seconded by T. Lopez and passed unanimously.

N. Malwitz joined the Executive Session by conference call at 9:50 pm. No motions were made during Executive Session; Executive Session closed at 10:15 pm.

A motion was made by T. Lopez to accept the changes of WPCA employee salaries as proposed by T. Lopez in consultation with Human Resources. The motion was seconded by J. Jove and passed unanimously.

A motion was made by J. Jove to change the title of Roger Prinz to Maintenance Manager and grant Roger Prinz a promotion to Maintenance Manager. The motion was seconded by P. Kurtz and passed unanimously.

13. **Vouchers** - **A motion was made by J. Jove to approve the June vouchers as presented. The motion was seconded by P. Kurtz and passed unanimously.**

14. **Adjournment** – The meeting ended at 10:21 pm.

*** Next meeting scheduled for July 24, 2013 ***