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City of Derby – WPCA
Joan Williamson Aldermanic Chambers
February 19, 2014
Minutes

John Saccu – Chairman
Carolyn Duhaime
Richard Bartholomew
James Gildea

Meeting called in Order at 6:38pm.

Roll Call: John Saccu, Chairman, Richard Bartholomew, Carolyn Duhaime, and James Gildea – absent. Also present Lindsay King – Plant Superintendent, Anthony DeSimone, Marcia McGuire and Derek Dilaj from Weston & Sampson. Elyse Callaghan recording secretary.

Public Portion.

No One

Pershing Partners LLC – 98 Pershing Drive – Jerry Nocerino – 203-640-5500

Jerry Nocerino representing Pershing Partners LLC for their plan of a private pump station and a new sewer line at 98 Pershing Drive, went over map lay out of proposed plan with board of WPCA. Pump station had previously been approved in 2005 by the Authority at that current address. WPCA had previously asked for information if pump station would maintain capacity and it does. Weston & Sampson had brought it to the board's attention that monthly updates were needed from pump stations and to be sent to WPCA showing monthly pump progress. Stated by Mr. Saccu all past impact fees were paid and no pending fees due for Pershing Partners LLC.

Motion by Mr. Saccu that the City of Derby WPCA accepts Pershing Partners LLC sewer line plan pending that the letter from WPCA engineers dated January 10, 2014 requirements are all met for the sewer hook up, and all WPCA regulations. All impact fees have been paid in the past and no pending impact fees due for sewer hook ups for Pershing Partners LLC, 98 Pershing Drive. Second by Mr. Bartholomew. All in favor.

Signers for Bank Accounts

A motion for the signers on the bank accounts was made on December 18, 2014 but the meeting wasn't posted so all motions from that meeting need to be reposted at this meeting. Also to add in that two signatures will be required. Only banks that we are change the signers on are Wells Fargo, Webster Bank and IM Bank. Bank of Am the checks that we have accts payable checks are signed Tom Thompson and Keith McLiverty goes through our finance office. Ms. Duhaime re read the old motion from the December 18, 2014 meeting.

Motion by Carolyn Duhaime to have John Saccu, Lindsay King, and Marcia McGuire as signers on all bank accounts for WPCA. Marcia McGuire will replace Denise Cesaroni, John Saccu will replace Leo DiSorbo and Lindsay King will remain. In compliance with two signatures being required. Second by Mr. Bartholomew. All in favor.

Adopt Resolution

For an Authorizing Resolution Which is Required to Obtain Water Fund Grant

Be it resolved that it is in the best interest of the **City of Derby, Water Pollution Control Authority** to enter into contracts with the **Department of Energy & Environmental Protection**.

In furtherance of this resolution, **Anita Dugatto, the Mayor of the City of Derby and John Saccu, the Chairman of the Water Pollution Control Authority** are duly authorized to enter into a sign and said contracts on the behalf of the **City of Derby, Water Pollution Control Authority**.

Anita Dugatto, The Mayor of the City of Derby and John Saccu, the Chairman of the Water Pollution Control Authority are further authorized to provide such additional information and execute such other documents as may be required by the state or federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto.

The Clerk is authorized to impress the seal of the **City of Derby** on any such document, amendment, rescission, or revision.

I, **Marc Garofalo, the Clerk of the City of Derby**, do hereby certify this to be a true copy of the resolution duly adopted at the **Water Pollution Control Authority** meeting on **February 19, 2014** and that it has not been rescinded, amended, or altered in any way, and that it remains in full force and effect.

Motion by Mr. Saccu to accept this authorization and resolution to have John Saccu the Chairman of the Water Pollution Control Authority to enter into agreements with the clean water fund grant procedures. Second by Ms. Duhaime with corrections in the second paragraph change "enviornmental" to "environmental", third paragraph change "pollllution" to "pollution". Second the changes Mr. Bartholomew. All in favor.

Five Year Budget Plan

Weston & Sampson presented the budget plan first page being the office supplies and the second page is the plant accounts. Went over the five year budget plan and the interest rate increase through the next five years, Mr. Saccu wanted to talk to Weston & Sampson something that he wanted to talk to them about doing request a five year plan that involved our capital needs and how much capital could be freed up which may ultimately help WPCA finance future projects, lower the cost of tax payers etc. that's what prompted this request of the five year budget plan.

Sewer Regulation Update – sub metering

Billing quarterly for sub metering, if someone wants to sub meter they have to go through the water company. Public hearing for sub metering will be set for the next meeting March 19, 2014.

WPCF Solids Dewatering Upgrades Update

Completed the engineering on the belt filter press, so we can keep the process moving this was going to be on the referendum but we didn't know the belt filter press was as critical so we want to start off the process and get specific numbers on this progress.

Motion by Mr. Saccu to have Weston & Sampson start the process for the replacement belt filter press at the sewer treatment plant just the billing process. Second by Ms. Duhaime. All in favor.

WPCF Mixer Replacement Updated discussion and action

Motion that the WPCA to enter into an agreement with the United Illuminating for an energy rebate of \$77,877.00, concerning the installation of anoxic mixers replaced at the sewage treatment plant. Second by Mr. Bartholomew. All in favor.

Motion for Derby WPCA to enter into an agreement Philadelphia Mixers Co for the construction and installation of four anoxic mixers at the treatment plant and payment options will be pending discussion with City Finance, by Mr. Bartholomew. All in favor.

Anoxic Mixers payment plan

From Philadelphia Mixer Company there are three plans one is the 0% interest which is essentially two payments and one that is 3.5% which is July, July, July payments of \$128 \$108 \$108 and then the third which is the 6% minimal on unpaid balance upfront divided by 5 payments first payment due this July of \$90,000.00.

Motion by John Saccu to use the third payment option for financing with Anoxic Mixture Plan with Philadelphia Mixers Company at 6% interest rate with 5 payments plans all due in July in the years 2014 2015 2016 2017 2018 first payment paying \$90,000.00 and next four payments being \$65,829.80 total of \$353,319.20. Second by Ms. Duhaime. Add in the discussion by Mr. Saccu that we will have upon installation Unite Illuminating's incentive of \$77,877.00 to help off set those payments whatever year it comes in. All in favor.

Approve Minutes for August 21, 2013, October 16, 2013, and December 18, 2013

There was a quorum at that meeting but not at this meeting because Ms. Duhaime was not present at August 21 2013 meeting Mr. DiSorbo was but is not present at this meeting February 19, 2014. He had sent letter to board stating that he has resigned once they received the letter.

Motion by Mr. Saccu to put the August 21, 2014 meeting on file no quorum present tonight to approve those minutes. Second by Mr. Bartholomew

Motion by Mr Saccu to approve the October 16, 2014 minutes. Second by Carolyn Duhaime

Approve expenditures for October 16, 2013 to February 14, 2014

Able to approve the expenditures, discussed if a bill was paid on temporary repair on New Haven Ave and if paid, which was. Discussed who Aaron Associates, Us Bank, Dukes, and the Blake Group were. Discussed what was broken and then replaced or repaired regarding the plant.

Motion by John Saccu to approve expenditures from October 16, 2013 to February 14, 2014. Second by Ms. Duhaime. All in favor.

Meeting Schedule for 2014

Discussing meeting schedule, 2 meeting in the last 5 months that had a quorum and Leo DiSorbo who has resigned with no notice and also James Gildea who hasn't attended any meetings this puts us in a difficult situation and tax payers deserve better than that. This was mentioned to both current and old administration to try and get resolved. Discussing other possible candidates for WPCA Board Members.

Motion by Ms. Duhaime to accept schedule as present through 2014 on going through January 31, 2014. Second by Mr. Saccu. Discussion to add the time of 6:30pm in motion by Mr. Bartholomew. All in favor.

Executive Session WPCA Part time position Elyse Callaghan

Motion by Mr. Saccu to enter into Executive Session at this time and invite Lindsay King to stay.

Went into Executive Decision at 8:10pm

Left Executive Decision at 8:35pm

Office Report

Henry Domurad and secretary of the Mayor came to Ms. McGuire's office redoing the computer system over and wanted to know if WPCA would like to pay \$3,000.00 to redo the computer system for Marcia's computer, Elyse's computer, and the computer on the counter in downstairs office. The idea was for a new server and software. \$12,000.00 needs to be transferred into separate account and will be put on agenda for next meeting. Going to ask Keith McLiverty how to go about the process of transferring into capital account. Adjustments to accounts that were made from July to now will be discussed at the next meeting to be approved.

Superintendent Report

Discussed the tractor to TV lines, an upgrade of the tractor for the city. Being discussed is what is the best idea to have the part of the tractor fixed or to purchase a new tractor. Tractor is very important for work being done related to WPCA issues. The new tractor would help with better assessments and better results on what the real issue is. \$6,000.00 for equipment like this needed is vital, It's critical to diagnose the problem in the field.

Lindsay has asked around to different vendors and for the tractor to be fixed they're approximating it at around \$12,000.00.

Engineer Report

Weston & Sampson sewer system evaluation study (SSES) Discussing how they are going to inform the tax payers of Derby when they have to do the evaluations, they are going to post in newspaper, on the website, they will have customer service available to answer any questions, the work on their pipes will be conducted at night so it won't interfere with the water usage during the day. Its an approximate 6 week program. They will leave information on the door of each house informing them of the process. They explain that they might have to be on the property of the owner and also leave contact information.

Transfers

To and where money will be transferred from to make fixtures, discussing the attorney title searches and transfers that are needed before making any actions.

Motion by Mr. Bartholomew to transfer \$19,839.84 from 6200-480-0494 Hawthorne Ave Sewer to 6200-160-0162 for title search. Transfer 123.00 from Hawthorne Ave Sewer acct 6200-480-0494 into 620-040-0322 pest control 4839.84 from attorney title search 6200-160-0162 into 6200-490-0499 emergency replacement filter press \$1160.16 from 6200-480-0494 Hawthorne Ave sewer into 6200-490-0499 into filter replacement account and the last transaction \$1958.06 from the Hawthorne Ave account 6200-480-0494 into engineering costs 6200-480-0484.
Second by Mr. Saccu. All in Favor.

Motion to adjourn

Motion to adjourn at 9:38pm by Mr. Saccu, second by

Respectfully Submitted.

Elyse Callaghan

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