

WATER POLLUTION CONTROL AUTHORITY
Town of Trumbull
CONNECTICUT

TOWN HALL
(203) 452-5048



5866 MAIN STREET
TRUMBULL, CT 06611

MINUTES
JANUARY 20, 2016

CALL TO ORDER: Chairman Wright called the meeting of the Trumbull Water Pollution Control Authority to order at 7:07 p.m.

MEMBERS PRESENT:

Jeffrey Wright, Chairman
Laura Pulie (arrived at 8:46 p.m.)
Fred Palmieri, Vice Chairman
Paul Whetstone, Alternate
Richard Boggs, Alternate

MEMBERS ABSENT:

John Gray
Timothy Hampford

ALSO PRESENT:

Frank M. Smeriglio, PE, Town Engineer-Sewer Administrator, Dennis Kokenos, Esq. Town Attorney, Fred Mascia of Tighe & Bond, and Christine Kurtz of Wright Pierce.

1. MINUTES TO PREVIOUS MEETING:

MOTION made by Palmieri, seconded by Whetstone to approve the December 16, 2015 meeting minutes as presented. VOTE: Motion CARRIED unanimously.

2. OLD BUSINESS: NONE

3. NEW BUSINESS:

• Owens, Schine & Nicola monthly invoices:

MOTION made by Palmieri, seconded by Boggs to approve payment of the Owen, Schine & Nicola Invoice #14326 in the amount of \$1080.00.

VOTE: Motion CARRIED unanimously.

MOTION made by Palmieri, seconded by Boggs to approve payment of the Owens, Schine & Nicola Invoice #14327 in the amount of \$5,405.

VOTE: Motion CARRIED unanimously.

• Ury & Moskow Monthly Invoices: NONE

- 2016-2017 WPCA Operating Budget: Mr. Smeriglio explained they have been working on the Operating Budget town wide. Subsequent to the WPCA review of the budget it will be presented to the First Selectman, Board of Finance and the Town Council. Mr. Smeriglio further explained the budget includes a notation entitled, "place holder" in several areas. This represents where the Finance Department still needs to make their modification.

Mr. Smeriglio reviewed in detail the budget with the commission as follows:

20100000 SEWERS ENTERPRISE

501101 SALARIES-FT/PERMANENT - \$302,076.00:

Salaries are based on union contracts. There is a person in the Tax Collector's department who spends a portion of their time making phone calls regarding sewer usage. This had previously been in the professional services line item but has since been moved into this line item. The 2015 figures are the actual totals while the 2016 & 2017 are projected. The commission requested the 2015 projected budget be provided after this meeting. Part of the employee's salary who makes the sewer usage phone calls is in the Tax Collector's operating budget and part is in this account. The increase from 2016 to 2017 for this line item is made up by the contractual increases for full time employees, the salary of the new engineer, and \$22,000 for the shared employee with the Tax Collector's department. The WPCA has four fulltime employees, an Assistant Sewer Administrator, an engineer and two (2) field personnel. The interest for the delinquent sewer usage accounts is collected. WPCA does receive the gross collected.

410010 MAINTREV - \$7,000:

This account is the projected revenue. The Finance Department inputs the projected number. Mr. Smeriglio prepares a revenue spreadsheet (see attached) for the Finance Department. The negative number (\$29,933) represents actual revenue taken in 2015. To date the Finance has not inputted all the revenue from the spreadsheet. The spreadsheet estimate is \$15,000 in revenue from permit fees.

501105 - SALARIES-OVERTIME - \$18,000.00:

This line item stayed the same as 2016. In 2015 the actual number was \$24,397.10, that was the year an employee was out on sick leave, and multiple employees were working out of class. Mr. Smeriglio does not expect 2017 to be as high as 2015. Mr. Smeriglio confirmed for the commission at this time the WPCA is fully staffed. Most overtime is generated from the night calls for the pump stations.

501106 - SALARIES-LONGEVITY - \$925.00:

Union obligation. The amount was decreased from \$925 to \$425 due to a retirement.

501888 - UNIFORM ALLOWANCE - \$1,560.00:

Union obligation, no increase. Employees are allowed safety shoes. In addition this line item includes the uniforms.

522201 - SERVICES & FEES CLERICAL - \$2,600.00.

Clerical for WPCA meetings. The actuals in 2015 was \$1,816. The year-to-date is \$845.

522202 - SERVICES & FEES PROFESSIONAL - \$425,000.00.

This line item represents pending litigation. Last year the projected number was \$438,000. The outcome is unknown. Mr. Smeriglio confirmed for the Chair that this number could change. Year-to-date this item has encumbered \$68,000.

522204 - SERVICE FEES CONTRACTUAL - \$6,938,850:

Mr. Smeriglio explained this is where they carry the number for what Trumbull pays Bridgeport. The projected amount to be paid to Bridgeport is \$6,872,250, and is based on an

estimated flow multiplied by the current rate. Bridgeport does not update their rates until May, therefore the budget will carry an extra 5% for a potential rate increase. The year-to-date amount is \$2,629,000. The flows have changed, 5% was carried last year but there was no increase therefore the 5% was not encumbered, the \$2,629,000 does not account for the most recent payment made to Bridgeport. QDS falls under this line item, this is the company that handles the billing and their software maintenance fee for sewer collections.

522210 REIMBURSABLE SERVICES TO GF:

Last year this line item was \$512,093. This is a place holder. Once the proposed budget is submitted to the Finance Department they will input and modify. At this time the same number is being carried until the Finance Department modifies. This line item includes the employees' benefits, part of his time and a certain percentage of services rendered by the Town for the WPCA.

534402 PROGRAM SUPPLIES:

Year-to-date \$8,529 has been expended and \$2,212 has been encumbered bringing the total to \$10,741.

567701 TRANSPORTATION-GAS, OIL:

This is a place holder. The Finance Department will input. This represents vehicles the WPCA owns.

567702 TRANSPORTATION-VEHICLE REPAIR:

This line item represents vehicle repairs.

The cars purchased are charged to the account over 5 years. The Town is not borrowing the funds.

578801 MNTNCE/REPAIR SERVICE CONTRACT:

\$60,000 has been the same number budgeted for last year and this year. The new Assistant Sewer Administrator's role is to oversee the maintenance on the pump stations. There was an employee who was out sick. During that time all they could do was deal with the emergencies as they came up. Mr. Smeriglio confirmed for the commission he is comfortable with this number.

578803 MNTNCE/REP PROGRAM RELATED:

This represents repairs at the pump stations. Last year there was \$31,800 budgeted but was not enough. The actual number in 2015 was \$61,777.66. This line item represents whenever there is something wrong with the pumps and a contractor has to be called in. This is trending up.

578805 EXTRAORDINARY ITEMS:

This account is for emergency issues that arise with the sewer mains, (i.e. a break in a force main). The actual in 2015 was \$71,937 and this year's year-to-date is \$39,800. Emergency repairs do not occur with the calendar.

581888 CAPITAL OUTLAY:

This account represents \$285,000 of items needed and/or projects that would not be bonded. The \$568,000 represents projects that were reviewed in the capital plan with the commission last month. These will need to be bonded.

Mr. Smeriglio indicated he would check with the Finance department on the payment program for the cars purchased by Town and/or the WPCA. He will report back to the commission. Last month Mr. Smeriglio reviewed each non-bonded item with the commission as follows:

- \$20,000 - GIS Updates for infrastructure inventory assets management program. Employees use the GIS system in the field. The program needs to be updated.
- \$35,500 - Jet Vac – 5th year of 5 years of payments. This truck is shared with the Highway Dept.
- \$35,000 - Adjust Manholes on paving roads – The Town is required to raise manholes in the roads the State has paved.
- \$30,000 - Maintenance of various sewer easements. There are miles of sewers that run through town and private properties. The easements need to be cleared.
- \$40,000 - Sanitary Sewer inspection 2016-2018 Paving roads. This represents the video inspection of the roads prior to being paved.
- \$60,000 - I/I Study – This represents town wide smoke testing to look for problems in the lines.
- \$65,000 - Portable pipe video equipment. If there is a problem with a line we currently have to hire a company to video the line. This would allow the department to be able to video the line themselves. Each time someone is called it costs \$700 for 2 hours. If they were to video a whole road or multiple roads they would still hire a company to do so. The lifespan of this is approximately 10 years.

Mr. Smeriglio explained the \$568,000 in the Capital Outlay account represents projects to be bonded in the 2016-2017 fiscal year. The Park Avenue pump station is smaller than the one done last year. Mr. Smeriglio does not think a second pump station should be done in the same year. What is included as a project is what could potentially be done in a year, and there is work from last year that has carried over. It was the consensus of some of the commissioners if there are funds available for certain projects they should be paid for now.

Mr. Smeriglio explained for the commission the total WPCA 2016-2017 budget is \$9,048,407. The proposed revenue is \$8,927,464. The deficit can come from either an increase in May or the Fund Balance. The Fund Balance has a balance of \$7,300,000. When more projects are added, the deficit would increase and more would have to come from the Fund Balance. The commission discussed the possibility of making some of the projects a non-capital expense. The deficit is less than 2% of the Fund Balance.

589901 RETLLS-A/LS:

This account represents vehicle payments. One is in its 5th year, another is in its 4th year and one in its 1st year. Two cars are being added, one is for the Assistant Sewer Administrator. This would replace the natural compressed gas 2004 Honda Civic. The Honda was the only car in Trumbull that ran on natural gas. The issue is that the Town has a fueling

station for only that car. The car needed repairs which were more than the value of the car. The second car is for the person who marks out the Call Before You Digs for sewer and storm lines, (CBYD). Last year there were 2, 200 calls. This employee is paid out of the Engineering Dept.

590011 UTILITIES-HEAT:

Calculated by the Finance Dept.

590012 UTILITIES – ELECTRICAL:

This is an actual number inputted by the Finance Dept.

590013 UTILITIES – WATER:

Estimated by the Finance Department.

590014 UTILITIES – TELEPHONE:

Estimated by the Finance Department. This line item includes not only the phone but the alarm system for the pump stations.

595888 INTEREST:

This line item represents the projected interest on projects that have been bonded. This is marked as a placeholder and the Finance Dept. will input the actual numbers. The value of the projects on the books at this time are \$4 million. What is estimated is what would be completed by September of 2016, which is approximately \$2 million of the \$4 million total.

The 2016 Year-to-date total is \$2,971,000 and encumbrances of \$3,800,000

MOTION made by Palmieri, seconded by Boggs to Table a vote on the 2016-2017 WPCA Operating Budget until after Executive Session.

VOTE: MOTION CARRIED unanimously.

4. EXECUTIVE SESSION:

- MOTION made by Palmieri and by unanimous consent the WPCA closed the regular session and entered into Executive Session to discuss preliminary drafts and/or notes as set forth by C.G.S. 1-210 (b)(1) and/or discuss with the Town Attorney strategy and negotiations with respect to pending litigation as defined by 1-200(6) and/or to discuss attorney client-privileged information as set forth by 1-210 relating to the following:
 - o Mark IV – Contract 3 and Contract 4
 - o Regionalization and/or re-negotiation of Bridgeport sewer treatment contract

VOTE: MOTION CARRIED unanimously.

The WPCA entered into Executive Session at 7:56 p.m. with WPCA members Chairman Jeffrey Wright, Vice Chairman Fred Palmieri, Laura Pulie (Arrived at the meeting at 8:46 p.m.), Richard Boggs, Alternate Paul Whetstone, Alternate, Town Engineer/Sewer Administrator Frank Smeriglio, P.E., Dennis Kokenos, Esq. Town Attorney, Fred Mascia of Tighe & Bond and Christine Kurtz of Wright Pierce present.

At 7:56 p.m. the tape recorder was turned off, the clerk left the room and the Commission entered into Executive Session.

At 10:02 p.m. the clerk was called back into the room and the recorder was turned on.

The Chair called for a motion to end Executive Session and noted for the record that Commissioner Pulie had arrived at the meeting during Executive Session and was present during Executive Session.

MOTION made by Palmieri to end Executive Session at 10:01 p.m., and stated for the record that no vote was taken.

VOTE: MOTION CARRIED unanimously.

The Chair opened the regular meeting was session.

MOTION made by Palmieri, seconded by Pulie to approve Chairman Jeffrey Wright to act as the WPCA representative at the meeting (mediation for contract 3 & 4) with Attorney Dennis Kokenos.

VOTE: MOTION CARRIED unanimously.

MOTION made by Palmieri, seconded by Pulie to approve the 2016-2017 WPCA Operating Budget as presented.

VOTE: MOTION CARRIED unanimously.

There being no further business to discuss the Trumbull Water Pollution Control Authority adjourned by unanimous consent at 10:03 p.m.

Respectfully Submitted,


Margaret Mastroni, Clerk

