

RECEIVED

By Darlene Brady at 3:00 pm, Nov 27, 2023

Kent Sewer Commission
Regular Meeting

November 14, 2023
4:30 P.M. via Zoom

The minutes reflect motions and a summary of the discussion. Refer to the attached link for the recording of this meeting:

<https://www.youtube.com/watch?v=gR75rA1pYiU>

Members: Elissa Potts, John Grant, Cathe Mazza, Rick Osborne and Stephen Robey.
Alternates: Vince Roberti.

Also present: Virginia Bush-Suttman, Bart Clark, Debbie Devaux, Mary Gawel, Barbara Herbst, Ellie Place, Lyle Sommers.

Elissa Potts called the meeting to order at 4:30 P.M.

Approve/Amend agenda:

Cathe Mazza

- Made a motion to approve the agenda with no changes.
- Stephen Robey seconded the motion and the motion carried.

Approval of Minutes:

John Grant made a motion to approve the following minutes:

- October 10, 2023, Regular Sewer Commission meeting
- Cathe Mazza seconded the motion and the motion carried.

8A Bluff Road – Application to connect:

Cathe Mazza

- Made a motion to approve the application for 8A Bluff Road to connect for commercial use.
- Stephen Robey seconded the motion and the motion carried.

14A Kent Green Blvd. – Application for Grease Trap:

John Grant

- Made a motion to approve the application for a grease trap at 14A Kent Green Blvd.
- Cathe Mazza seconded the motion and the motion carried.

23 Maple Street – Application – change of use:

Stephen Robey

- Made a motion to approve the application for a change of use at 23 Maple Street from residential to residential and commercial.
- Cathe Mazza seconded the motion and the motion carried.

Estimate to regrade fields:

- William Gawel submitted an estimate for grading the fields at the plant.

- It was discussed that prior to that estimate being approved, Lyle will need to meet with the Land Use Administrator to confirm if an Inland Wetlands permit would be required.
- Rick Osborne also noted a permit from Housatonic River Commission would be required as well.
- Stephen Robey agreed to present the application to Housatonic River Commission.

24 Main Street – Cozyzy Application:

Elissa Potts:

- The applicant was in the process of getting a survey of the property.
- Keep on agenda for next month.

32 Kent Green Blvd. – Kent Green Laundromat:

Elissa Potts:

- Caralee agreed to send the commission supporting information to be reviewed and discussed at this meeting.
- No information was submitted.
- The Commission agreed to reduce the outstanding balance as follows:
 - Lower the balance to \$8,335.72
 - That balance must be paid in full no later than June 30, 2024.
 - The account must remain current to not accrue any additional interest.
 - If the \$8,335.72 is not paid in full by 6/30/24, the \$2,387.40 that was removed from the balance will be added back on to the balance.

Approve 2024 Meeting schedule:

Cathe Mazza

- Made a motion to approve the 2024 Regular Meeting Schedule as submitted as attached.

Rick Osborne seconded the motion and the motion carried.

Report of Chairman:

Elissa Potts:

- Nothing additional to report.

Report of Superintendent:

Lyle Sommers provided a written report, attached.

Report of Treasurer:

Barbara Herbst provided the following reports:

- Actual vs. Budget 7/1/23 – 10/31/23
- Balance Sheet October 2023
- Operating Account Ledger for October 2023

Cathe Mazza

- Made a motion to approve the Operating Account Ledger for October 2023 as submitted.

Rick Osborne seconded the motion, and the motion carried.

Report of Collector:

Debbie Devaux:

- Nothing additional to report.

Report of Consulting Engineer:

Bart Clark:

- Did not provide a report.

Public comment:

None.

Adjournment:

Elissa Potts made a motion to adjourn the meeting at 5:09 p.m.

Joyce Kearns

Joyce Kearns

Administrative Assistant

These are draft minutes, and the Kent Sewer Commission, at a subsequent meeting, may make corrections. Please refer to subsequent meeting minutes for possible corrections, and approval of these minutes.

208 Kent Cornwall Rd
Kent, CT. 06757
wgaweljr@yahoo.com
860-671-0377

William C. Gawel Jr.

Estimate

For: Lyle Sommers
Lsommers@kentsewer.org
KWPCA
8603097535

Estimate No: 204
Date: 10/19/2023

Code	Description	Quantity	Rate	Amount
10/20/23	Field regrading, open field application area from separate lagoons, regrade existing field with 20 ton bulldozer	2	\$2,000.00	\$4,000.00
10/20/23	Over width permit, machine mobilization, fuel, track cleaning.	1	\$975.00	\$975.00
Parts Subtotal				\$4,975.00

Subtotal \$4,975.00
TAX 0% \$0.00
Total \$4,975.00

Total \$4,975.00

William C. Gawel Jr.

Client's signature

SEWER COMMISSION
41 Kent Green Boulevard
P.O. Box 678
Kent, CT 06757

2024 Regular Meeting Schedule

Pursuant to CGS 1-225:

The Sewer Commission 2024 regular monthly meetings will be held on:

- The second Tuesday of each month at 4:00 p.m.
- At Kent's Town Hall, 41 Kent Green Boulevard, Kent, CT 06757.

Meetings, in addition to those listed below, will be considered Special and follow the State Mandated guidelines for posting a Special meeting.

At the November 14, 2023, Regular Sewer Commission meeting, the following dates were approved as regular meeting dates for 2024:

Tuesday, January 9, 2024	@ 4:30 p.m.
Tuesday, February 13, 2024	@ 4:30 p.m.
Tuesday, March 12, 2024	@ 4:30 p.m.
Tuesday, April 9, 2024	@ 4:30 p.m.
Tuesday, May 14, 2024	@ 4:30 p.m.
Tuesday, June 11, 2024	@ 4:30 p.m.
Tuesday, July 9, 2024	@ 4:30 p.m.
Tuesday, September 10, 2024	@ 4:30 p.m.
Tuesday, October 8, 2024	@ 4:30 p.m.
Tuesday, November 12, 2024	@ 4:30 p.m.
Tuesday, December 10, 2024	@ 4:30 p.m.

Joyce Kearns


Administrative Assistant

This institution is an equal opportunity provider and employer.

Superintendents report for October 2023

Good afternoon,

July

2.5 million gallons total

80k gallons per day average

1.1 million gallons came from Kent school

Average BOD removal rate 99%

Average TSS removal rate 99%

One bed is in use, 2 are ready for use, and 1 is partially cleaned but needs more drying to be finished.

Roofing materials have been delivered. Waiting on installation.

Prepping for winter.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission Income and Expense Actual vs. Budget

	<u>7/1-10/31</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
ARPA Funding	47,500	43,800	123.4%
Septage Fees	54,065	77,800	92.5%
Sewer User Charges	71,964		
Total Income	<u>173,529</u>	<u>121,600</u>	<u>142.7%</u>
Expense			
General & Admin Expenses	1,931	2,576	75.0%
Accounting/Bookkeeping Services	104	160	65.0%
Internet			0.0%
Audit			0.0%
Bank Service Charges	356	400	89.0%
Office Supplies/Expense	150	650	23.1%
Outside services-Admin	2,577	2,600	99.1%
Telephone	595	832	71.5%
Water	54	-	100.0%
Total General & Admin Expenses	<u>5,767</u>	<u>7,218</u>	<u>79.9%</u>
Operating Expenses	380	250	152.0%
Continuing Education			0.0%
Depreciation	9,788	11,400	85.9%
Electricity	435	1,700	25.6%
Fuel			
Insurance	168	472	35.6%
Dental Insurance	329	632	52.0%
Liab Auto Prop Insura	16	44	37.2%
Life Insurance	5,202	2,668	195.0%
Medical	820	2,316	35.4%
Workman's Comp	6,536	6,132	106.6%
Total Insurance			0.0%
Lab exams	6,214	6,080	102.2%
Materials and supplies	999	491	203.6%
Maintenance and Repairs (OP)	1,892	1,100	172.0%
Maintenance and Repairs (CAPITAL)	47,500	30,000	158.3%
Security System	1,350		100.0%
Outside Services-Operating	4,461	7,200	62.0%
Parts & Repairs	1,159	1,500	77.3%
Payroll Expenses	43,580	46,772	93.2%
Payroll taxes	3,300	3,577	92.3%
Pension	1,287	2,264	56.8%
Permit fees	1,956	2,400	81.5%

Kent Sewer Commission Income and Expense Actual vs. Budget

7/1-10/31	Budget	% of Budget
2,344	1,840	127.4%
-	800	0.0%
-	2,500	0.0%
-	3,300	0.0%
1,717	1,000	171.7%
134,896	95,415	141.4%
140,663	102,633	137.1%
99	114	87.2%
38,906	38,906	
16,356	6,081	269.0%
4,956	1,825	271.6%
-	775	0.0%
38,906	26,990	
11,653	22,316	52.2%

Postage
Professional fees
Engineering fees
Legal fees
Total Professional fees
Uniforms
Total Operating Expenses
Total Expense
Investment income
Transfers In
Other Expense
Capital Reserve
Short Term Asset Reserve
Maple Street Extension
100% of Connection Fees
80% of User Fees Collected
Total Maple Street Extension
USDA Loan Int & Belt Press repayment
Net Income and Expense

Budget is YTD

Transfers to Capital and ST Asset Reserve of 21,312
These amounts are only posted to show amounts sequestered.
These amounts are not technically an expense and are included as part of the net income on the Balance Sheet.
Belt Press and Altoz XP610HDI 61" Aero Deck 28 0 enter as a -
by including these items the net income is actually 32,965

Kent Sewer Commission

Balance Sheet October 2023

	10.31.23	10.31.22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1 USB	10,211	47,534	-37,323
2 USB Septage MMA #8052	63,976	71,613	-7,637
3 USB Capital #3880	660,334	617,762	42,572
4 USB Grant/Loan #8175	0		0
5 Brookwoods	34,351	33,037	1,314
6 Kent Affordable Housing	24,492	24,375	116
7 Saddle Ridge Estates	164,738	164,115	622
Total Checking/Savings	958,101	958,437	-335
Accounts Receivable			
Septage Accounts Receivable	2,848	1,535	1,313
Accounts Receivable	6,255	1,849	4,406
Due from General Fund	38,906	38,943	-37
Total Current Assets	1,003,262	999,229	4,034
Fixed Assets			
Accumulated Depreciation	-2,079,544	-1,950,192	-129,352
Property and equipment	5,330,037	5,330,037	0
Total Fixed Assets	3,250,493	3,379,845	-129,352
TOTAL ASSETS	4,253,755	4,379,073	-125,318
LIABILITIES & EQUITY			
Accounts Payable	280	2,194	-1,913
Due To Brookwoods	34,351	33,037	1,314
Due To Kent Affordable Housing	24,492	24,375	116
Due to Saddle Ridge Estates	164,738	164,115	622
Federal Taxes Payable	2,792	2,541	252
State Taxes Payable	468	418	51
Due to GF (Town of Kent)	109,725	166,405	-56,680
USDA Loan 92-04	426,933	434,779	-7,845
USDA Loan 92-06	766,508	766,508	0
USDA Loan 92-08	69,573	71,031	-1,458
Total Liabilities	1,599,860	1,665,402	-65,542
Equity			
*Retained Earnings	2,200,642	2,278,960	-78,318
Opening Bal Equity	420,287	420,287	0
Net Income	32,965	14,423	18,542
Total Equity	2,653,895	2,713,671	-59,776
TOTAL LIABILITIES & EQUITY	4,253,755	4,379,073	-125,318

Kent Sewer Commission
Operating Account ledger
September 2023

Date	Name	Memo	Amount	Balance
1 USB				67,925.71
Operating - 8044				67,925.71
10/04/23	Sewer Customers		1,368.72	69,294.43
10/05/23	QuickBooks Payroll Service	Direct Deposit Payroll for 10.6.23	-3,471.30	65,823.13
10/06/23	Ducey, Grant	Direct Deposit	0.00	65,823.13
10/06/23	Kearns, Joyce	Direct Deposit	0.00	65,823.13
10/06/23	Sommers, Lyle R	Direct Deposit	0.00	65,823.13
10/06/23	Sommers, Lyle - Reimburse...	Telephone reimbursement - September '23	-80.00	65,743.13
10/06/23	Administrator Unemployment...	3rd Qtr SUTA reporting	0.00	65,743.13
10/06/23	Aramark Uniform & Career (...	Uniform Services 9.29.23	-77.16	65,665.97
10/06/23	M & H Equipment Service	Repair part	-91.40	65,574.57
10/06/23	Tunxis	Lab testing 9.29.23	-358.90	65,215.67
10/06/23	US Environmental Rental Corp	Ysi Pro Series Handset, Geopump, Solinst	-251.11	64,964.56
10/06/23	USA Blue Book	10 boxes nitrile gloves	-165.87	64,798.69
10/06/23	Electric Snake Sewer nd Drai...	9/18/23 Job	-300.00	64,498.69
10/06/23	Eversource	Plant: - 8/16 - 9/15 (30 days)	-3,030.61	61,468.08
10/06/23	FedEx	to Averill lab 9/20	-105.33	61,362.75
10/06/23	Postmaster	PO Box renewal	-70.00	61,292.75
10/10/23	ABT	September Bookkeeping Support	-643.75	60,649.00
10/11/23	Sewer Customers		537.60	61,186.60
10/11/23		NSF ck for Sewer usage: Starr's Studio of Dance	-85.00	61,101.60
10/11/23	Gawel, William Jr.	Service and repair cast iron 4" sewer line , 811 call	-2,100.00	59,001.60
10/13/23	CT Commissioner of Revenue...	CT Withholding 9/1-9/30/23	-467.81	58,533.79
10/13/23	United States Treasury	Payroll Withholding and Taxes 9/1-9/30/23	-2,792.56	55,741.23
10/18/23	USDA	MSE loan pmt	-38,906.00	16,835.23
10/18/23	Sewer Customers		256.90	17,092.13
10/19/23	QuickBooks Payroll Service	Direct Deposit Payroll for 10.20.23	-3,471.29	13,620.84
10/20/23	Ducey, Grant	Direct Deposit	0.00	13,620.84
10/20/23	Kearns, Joyce	Direct Deposit	0.00	13,620.84
10/20/23	Sommers, Lyle R	Direct Deposit	0.00	13,620.84
10/25/23	Sewer Customers		214.65	13,835.49
10/30/23	QuickBooks Payroll Service	Direct Deposit Payroll for 10.31.23	-843.84	12,991.65
10/31/23	Devaux, Deborah J.	Direct Deposit	0.00	12,991.65
10/31/23	Soule Jr., Millard L	Direct Deposit	0.00	12,991.65
10/31/23	Town of Kent	Sommers: Roth IRA Withholding October 2023	-568.80	12,422.85
10/31/23	Aramark Uniform & Career (...	weekly uniform services 10.6, 10.13	-154.32	12,268.53
10/31/23	Eversource	#50 Maple St - 9/17 - 10/16 (29 days)	-53.40	12,215.13
10/31/23	FedEx	shipping to Averill lab 10.2, 10.9, 10.16, 10.23	-341.21	11,873.92
10/31/23	Frontier	Telephone and Internet service: 10/1 - 10/31/23	-115.41	11,758.51
10/31/23	Napa Auto Parts	Serpentine belts	-65.99	11,692.52
10/31/23	Quality Data Service Inc.	Oct 2023: printing and processing sewer/water billing (350 bills)	-242.00	11,450.52
10/31/23	Tunxis	Shipping to Averill lab 9.30 & 10.13	-697.80	10,752.72
10/31/23	Welsh Sanitation	Commercial service September 2023	-319.06	10,433.66
10/31/23	Sewer Customers		146.01	10,579.67
10/31/23	ACE Hardware	purchase of trash bags offset by account credits	0.00	10,579.67
10/31/23	Tunxis	Lab testing 10.31	-368.90	10,210.77
Total Operating - 8044			-57,714.94	10,210.77
Total 1 USB			-57,714.94	10,210.77
TOTAL			-57,714.94	10,210.77