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KENT TOWN CLERK
2020 OCT 29 A 10:32
BY *J. Bralley*
TOWN CLERK

Kent Sewer Commission
Regular Meeting

October 20, 2020
4:00 P.M. via Zoom

Members: Elissa Potts, Peter Gadiel, John Grant, Cathe Mazza, and Rick Osborne.

Also present: Bart Clark, Barbara Herbst and Lyle Sommers.

Ms. Potts called the meeting to order at 4:03 p.m.

Ms. Potts made a motion to elevate Peter Gadiel to voting status. Ms. Mazza seconded the motion and the motion carried.

Amend/Approve Agenda:

Mr. Osborne made a motion to approve the agenda, as submitted. Ms. Mazza seconded the motion and the motion carried.

Approval of Minutes of September 8, 2020 Meeting:

Mr. Osborne made a motion to approve the September 8, 2020 Regular Sewer Commission meeting minutes, as submitted. Ms. Mazza seconded the motion and the motion carried.

Pay loader:

Ms. Potts reported:

- The Town has ordered a new pay loader
- The pay loader would be helpful in cleaning the lagoons at the plant
- The pay loader would help set the new belt press in place
- The pay loader would help remove the old belt press
- The pay loader would help in the sloping of the banks
- The pay loader would help with snow removal

Mr. Gadiel made a motion to approve the purchase of the pay loader from the Town of Kent for \$21,000. Ms. Mazza seconded the motion. Ms. Potts, Mr. Gadiel, Mr. Grant and Ms. Mazza voted yes. Mr. Osborne recused himself.

Belt Press:

Mrs. Potts confirmed the belt press is still on target for October. Ms. Potts stated she authorized Tim Casey to build the pump shed for the new belt press with a cap of \$19,000. She added she is working on the necessary permits.

Ordinances:

Ms. Potts stated ordinances are on hold until the Town can hold a Town Meeting.

Public Communication:

Oral: None.

Written: None.

Report of Chairman:

Ms. Potts stated the next capital project would be replacing the shredder.

Report of Superintendent:

Mr. Sommers provided a written report, attached.

Report of Treasurer:

Mrs. Herbst provided the following reports:

- Income and Expenses Actual vs. Budget
- Balance Sheet September 30, 2020
- September Operating Account Ledger

Ms. Mazza made a motion to approve the Operating Account Ledger for September 2020, as submitted. Mr. Osborne seconded the motion and the motion carried.

Report of Collector:

Ms. Devaux did not attend the meeting and did not provide a report.

Report of Consulting Engineer:

Mr. Clark reported the following:

Involved in the preparations for the pump shed

Working with High Watch on the grease tap – difficult situation

Adjourn:

Ms. Potts made a motion to adjourn the meeting at 4:32 p.m.


Joyce Kearns
Administrative Assistant

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



KENT SEWER COMMISSION AGENDA

Special Meeting
October 20, 2020 at 4:00 P.M.

Zoom: <https://us02web.zoom.us/j/84824437776>

Meeting ID: 848 2443 7776

One tap mobile: 1 646 558 8656 US (New York)

1. Call to order
2. Amend agenda/approve agenda
3. Approval of Minutes
 - a. September 8, 2020 Regular Meeting
4. New Business
 - a.
5. Old Business
 - a. Payloader
 - b. Belt Press
 - c. Ordinances
6. Public Communication
 - a. Oral
 - b. Written
7. Report of Chairman
8. Report of Superintendent
9. Report of Treasurer
10. Report of Collector
11. Report of Consulting Engineer
12. Adjourn

"An equal opportunity employer and service provider"

Superintendents report for October

Good afternoon everyone.

2.1 million gallons total
72k gallons per day average
979k gallons came from Kent school
Average BOD removal rate 99%
Average TSS removal rate 98%
Average influent PH 7.4

Jordan Palmer is doing fine. He is picking up the daily routine of testing and sampling well.

We are using one effluent bed currently. One is clean and ready to go, the other two are drying for cleanout.

The CAT generator at the plant had the necessary repairs done by HO Penn. Replacement of thermostat and cooling system flush as well as a new fuel gauge. HO Penn saved us about \$350 over Kinsley.

Speaking of Kinsley, they performed last service of the maintenance contract on both the Judd Ave and the plant generator. The contract is up for renewal. HO Penn is drawing up a proposal as well as Kinsley.

Between November 9th and the 16th installation of the belt press will begin. Work on the footings for the pump shed is in progress by Bill Gawel.

10 North Street grease trap is in the process of being installed. There is an issue of vacuum testing that is currently being rectified.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>Sept -2020</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	59,383	24,500	242.4%
Sewer User Charges	<u>68,574</u>	<u>64,100</u>	<u>107.0%</u>
Total Income	127,957	88,600	144.4%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	1,751	1,755	99.7%
Audit	-	-	0.0%
Bank Service Charges			
Office Supplies	253	200	126.3%
Outside services-Admin	150	150	100.0%
Printing & Advertising	-	-	0.0%
Software/Licensing Fees	<u>2,327</u>	<u>2,220</u>	<u>104.8%</u>
Total General & Admin Expenses	4,480	4,325	103.6%
Operating Expenses			
Continuing Education	-	250	0.0%
Depreciation			0.0%
Electricity	5,173	6,100	84.8%
Fuel	564	50	1128.3%
Insurance			
Dental Insurance	168	357	47.1%
Liab Auto Prop Insura	533	300	177.8%
Life Insurance	16	33	49.5%
Medical	5,014	7,209	69.6%
Workman's Comp	<u>1,824</u>	<u>1,100</u>	<u>165.8%</u>
Total Insurance	7,556	8,999	84.0%
Internet	83	120	69.0%
Lab exams	3,094	3,381	91.5%
Materials and supplies	10,157	366	2775.2%
Miscellaneous	78	-	100.0%
Outside Services-Operating	2,807	1,500	187.1%
Parts & Repairs	1,655	1,850	89.5%
Payroll Expenses	25,094	32,940	76.2%
Payroll taxes	1,883	2,520	74.7%
Pension	1,354	2,131	63.5%
Permit fees	2,011	2,400	83.8%
Postage	1,060	495	214.1%
Professional fees			
Engineering fees	-	5,100	0.0%
Legal fees	<u>57</u>	<u>1,250</u>	<u>4.6%</u>
Total Professional fees	57	6,350	0.9%

July through September 2020

Kent Sewer Commission Income and Expense Actual vs. Budget

	<u>Sept -2020</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	388	628	61.8%
Uniforms	625	628	99.5%
Total Operating Expenses	<u>63,639</u>	<u>70,708</u>	<u>90.0%</u>
Total Expense	<u>68,119</u>	<u>75,033</u>	<u>90.8%</u>
Investment income	87	108	80.6%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	6,118	4,430	138.1%
Short Term Asset Reserve	1,835	1,330	138.0%
Maple Street Extension			
100% of Connection Fees	5,627		
80% of User Fees Collected	-	775	
Total Maple Street Extension	<u>5,627</u>	<u>775</u>	726.1%
USDA Loan Interest (92-06) (92-04) (92-08)	<u>26,603</u>	<u>26,990</u>	
Net Income and Expense	<u><u>58,649</u></u>	<u><u>19,056</u></u>	<u><u>307.8%</u></u>

Budget is YTD

Transfers to Capital and ST Asset Reserve of 7,953
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.

Capital Expenses pd w/ Capital Funds 0

by including these items
the net income is actually 66,602

Kent Sewer Commission

Balance Sheet Sept 2020

	<u>9/30/20</u>	<u>9/30/19</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	111,538	40,499	71,040
2 USB Septage MMA #8052	105,063	85,347	19,716
3 USB Capital #3880	569,434	534,322	35,112
5 Brookwoods	33,037	32,679	358
6 Kent Affordable Housing	24,273	24,176	97
7 Saddle Ridge Estates	164,115	163,728	387
Total Checking/Savings	<u>1,007,461</u>	<u>880,750</u>	<u>126,711</u>
Accounts Receivable	<u>2,074</u>	<u>1,643</u>	<u>431</u>
Due from General Fund	<u>0</u>	<u>38,906</u>	<u>-38,906</u>
Total Current Assets	<u>1,009,535</u>	<u>921,299</u>	<u>88,236</u>
Fixed Assets			
Accumulated Depreciation	-1,693,891	-1,573,344	-120,547
Property and equipment	<u>4,964,900</u>	<u>4,964,900</u>	<u>0</u>
Total Fixed Assets	<u>3,271,008</u>	<u>3,391,555</u>	<u>-120,547</u>
TOTAL ASSETS	<u><u>4,280,543</u></u>	<u><u>4,312,854</u></u>	<u><u>-32,310</u></u>
LIABILITIES & EQUITY			
Accounts Payable	3,439	107	3,332
Due To Brookwoods	33,037	32,679	358
Due To Kent Affordable Housing	24,273	24,176	97
Due to Saddle Ridge Estates	164,115	163,728	387
Federal Taxes Payable	2,093	2,487	-394
State Taxes Payable	331	0	331
USDA Loan 92-04	451,856	460,601	-8,745
USDA Loan 92-06	793,593	805,897	-12,303
USDA Loan 92-08	74,028	75,486	-1,458
Total Liabilities	<u>1,546,766</u>	<u>1,565,160</u>	<u>-18,395</u>
Equity			
*Retained Earnings	2,246,888	2,302,319	-55,431
Opening Bal Equity	420,287	420,287	0
Net Income	<u>66,602</u>	<u>25,087</u>	<u>41,515</u>
Total Equity	<u>2,733,778</u>	<u>2,747,693</u>	<u>-13,916</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,280,543</u></u>	<u><u>4,312,854</u></u>	<u><u>-32,310</u></u>

10/09/20

Kent Sewer Commission
Operating Account ledger
September 2020

Date	Num	Name	Memo	Amount	Balance
1 USB					54,701.21
Operating - 8044					54,701.21
09/02/20	062159	Sewer Customers		938.98	55,640.19
09/04/20	11111	ABT	August Bookkeeping Support	-583.50	55,056.69
09/08/20	062165	Sewer Customers		912.35	55,969.04
09/09/20	11112	Frontier	Telephone and Internet service: 9/1/20 - 9/30/20	-76.97	55,892.07
09/09/20	11113	Welsh Sanitation	Commercial service: August 2020	-71.25	55,820.82
09/10/20		QuickBooks Payroll Service	Direct Deposit for 9/11/20 Pyrl	-1,870.80	53,950.02
09/11/20	DirDep	Kearns, Joyce	Direct Deposit	0.00	53,950.02
09/11/20	DirDep	Sommers, Lyle R	Direct Deposit	0.00	53,950.02
09/15/20	CT EFTPS	CT Commissioner of Revenue ...	CT Payroll withholding August 2020	-273.34	53,676.68
09/15/20	EFTPS	United States Treasury	Payroll withholding and taxes August 2020	-1,733.70	51,942.98
09/16/20	062166	Sewer Customers		630.38	52,573.36
09/18/20	11114	Aramark Uniform & Career (I...	Weekly Uniform Service 8/28 - 9/4 - 9/11	-98.58	52,474.78
09/18/20	11115	Crystal Rock	three 5gal bottles drinking water and three returns (Includes fuel surcharge)	-38.75	52,436.03
09/18/20	11116	Tunxis	Lab exams: 9/3 - 9/9 - 9/16	-771.00	51,665.03
09/22/20	11117	Postmaster	Tax Collector: 3 rolls of stamps for November billing	-165.00	51,500.03
09/23/20	062167	Sewer Customers		814.95	52,314.98
09/24/20		QuickBooks Payroll Service	Direct Deposit for 9/25	-1,870.79	50,444.19
09/24/20		QuickBooks Payroll Service	Direct Deposit for 9/25 (new employee)	-1,280.43	49,163.76
09/25/20	DirDep	Kearns, Joyce	Direct Deposit	0.00	49,163.76
09/25/20	DirDep	Sommers, Lyle R	Direct Deposit	0.00	49,163.76
09/25/20	DirDep	Palmer, Jordan	Direct Deposit	0.00	49,163.76
09/29/20		QuickBooks Payroll Service	Direct deposit for 9/30	-715.61	48,448.15
09/29/20	11118	Town of Kent	Sommers: Roth IRA Withholding September 2020	-256.48	48,191.67
09/30/20	DirDep	Soule Jr., Milard L	Direct Deposit	0.00	48,191.67
09/30/20	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	48,191.67
09/30/20	11119	Town of Kent	3rd Qtr Pension contributions, July and August Insurances	-3,777.67	44,414.00
09/30/20	062168	Sewer Customers		779.66	45,193.66
09/30/20	062170	Benefit Assessments		221.74	45,415.40
09/30/20	11120	ACE Hardware	blk gloves, trimmr line, hearing protection, wall stripper, paintbrush, bleach sprayer, pint, ke...	-652.77	44,762.63
09/30/20	11121	Aramark Uniform & Career (I...	Weekly uniform services 9/18 - 9/25	-263.64	44,498.99
09/30/20	11122	Eversource	VOID:	0.00	44,498.99
09/30/20	11123	FedEx	shipping to Averill lab 8/12 - 8/19 - 8/26 - 9/2 - 9/9	-204.97	44,294.02
09/30/20	11124	H.O. Penn Machinery Company	replace thermostat and fuel gauge (CAT00C44)	-1,324.01	42,970.01
09/30/20	11125	Postmaster	Annual renewal - PO Box 144	-56.00	42,914.01
09/30/20	11126	Sommers, Lyle - Reimbursem...	Telephone reimbursement - September 2020	-80.00	42,834.01
09/30/20	11127	Town of Kent	Benefit Assessments - September Insurance	-1,344.49	41,489.52
09/30/20	11128	Tunxis		-524.00	40,965.52
09/30/20	11129	Welsh Sanitation	Commercial service: September 2020	-142.51	40,823.01
09/30/20	Tmsf	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-1,083.04	39,739.97
09/30/20			Resolution of amounts due from GF	65,945.47	105,685.44
Total Operating - 8044				50,984.23	105,685.44
Total 1 USB				50,984.23	105,685.44
TOTAL				50,984.23	105,685.44