

RECEIVED

By Darlene Brady at 3:39 pm, Jun 09, 2021



Kent Sewer Commission
Regular Meeting

June 8, 2021
4:00 P.M. via Zoom

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

Also, present: Barbara Herbst, Jane Jackson, Lyle Sommers and Michael Valdes.

Ms. Potts called the meeting to order at 4:00 p.m.

Amend agenda/approve agenda:

Cathe Mazza made a motion to approve the agenda, as submitted. John Grant seconded the motion and the motion carried.

Approval of Minutes:

Cathe Mazza made a motion to approve the Sewer Commission Regular meeting minutes of May 11, 2021, as submitted. Peter Gadiel seconded the motion and the motion carried.

Moment of silence for former commission member Susi Williams:

Elissa Potts asked for a moment of silence for former Sewer Commission member and friend, Susi Williams who passed earlier in the week.

13 Locust Lane – Michael and Priscilla Valdes:

Cathe Mazza made a motion, based on Bart Clark's recommendation, to approve the plan as submitted and allow the porch to be constructed with three conditions of approval:

- (1) Once the porch is completed, the surveyor should prepare an as built.
- (2) The as-built shall show the manhole at the end of Locust Lane, or, the next manhole on the line to the north with a corrected easement location,
- (3) After review of the as built by the Commission, the as built shall be filed in the Kent land records.

Rick Osborne seconded the motion and the motion carried.

Jane Jackson:

Jane Jackson stated she does not agree with Debbie Devaux's findings and added that her last two bills are incorrect. She stated she is being charged for 300 units but her Aquarian bill shows zero units? Elissa Potts suggested that there be a face-to-face meeting with Jane Jackson, Debbie Devaux, Elissa Potts and Joyce Kearns to review the account. Jane Jackson agreed and will be in contact with Joyce Kearns to arrange an inperson meeting.

Jane Jackson would also like the Commission to review the Kent town Center basic charge. She does not feel that she should be charged a basic fee but rather a per restroom fee. Elissa Potts agreed to review that issue as well.

Regulations:

Elissa Potts stated no action has been taken. She would like to discuss when the commission is able to meet in person.

Budget:

Elissa Potts stated she need to meet with Barbara Herbst and review the proposed budget next week. She hopes to have the budget ready for review and approval at the July meeting.

Public Communication:

Oral None.

Written: Attached email from Attorney Jeff Sienkiewicz regarding Senate Bill No. 968.

Report of Chairman:

Elissa Potts had nothing additional to add.

Report of Superintendent:

Lyle Sommers' written report is attached.

Report of Treasurer:

Barbara Herbst provided the following reports:

- Balance Sheet May 2021
- Income and Expenses Actual vs. Budget as of May 2021
- Operating Account Ledger for May 2021

Peter Gadiel made a motion to approve the Operating Account Ledger for May 2021, as submitted. Cathe Mazza seconded the motion and the motion carried.

Report of Collector:

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

Report of Consulting Engineer:

Mr. Clark did not attend the meeting and did not provide a report.

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


Joyce Kearns
Administrative Assistant

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

"An equal opportunity employer and service provider"
Sewer Commission Regular Meeting Minutes, June 8, 2021
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RECEIVED

By Darlene Brady at 4:04 pm, Jun 03, 2021



KENT SEWER COMMISSION AGENDA

Regular Meeting

June 8, 2021 at 4:00 P.M.

Zoom: <https://us02web.zoom.us/j/86206376440>

Meeting ID: 862 0637 6440

One tap mobile: +16465588656,,86206376440# US (New York)

1. Call to order
2. Amend agenda/approve agenda
3. Approval of Minutes
 - a. May 11, 2021 Regular Meeting
4. New Business
5. Old Business
 - a. Moment of silence for former commission member Susi Williams
 - b. 13 Locust Lane – Michael and Priscilla Valdes
 - c. Jane Jackson
 - c. Regulations
 - d. Budget
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"



Joyce Kearns <jkearns@kentsewer.org>

Sub. Senate Bill No 968

1 message

Jeff Sienkiewicz <jsienkiewicz@allinghamlaw.com>

Tue, Jun 8, 2021 at 12:49 PM

To: Elissa Potts <epotts@kentsewer.org>

Cc: Kent Sewer sec Joyce Kearns <jkearns@kentsewer.org>, "taxcollector@townofkentct.org" <taxcollector@townofkentct.org>

Dear Elissa,

Substitute Senate Bill No. 968 is attached and awaits action by the House of Representatives. It is on the House calendar and may be taken up at any time, I suppose.

Substitute Senate Bill No 968 prevents the Sewer Commission from instituting foreclosure proceedings against "owner occupied real estate" unless the "principal amount" of the delinquent benefit assessment(s), connection fee(s) or use charge(s) exceed \$4,000.00 or are delinquent for at least four years.

The term "owner occupied real estate" is not defined and presumably includes corporate or limited liability company property owned and occupied by the same entity. No method is described for the Commission to ascertain whether a property is owner occupied. Collection proceedings against property that is not owner occupied is not impacted; but as a practical matter, since the Commission cannot easily ascertain when a property is owner occupied, all collections are adversely impacted.

If a connection charge is not paid when due, the Commission may not collect on it unless it exceeds \$4,000 or is at least 4 years delinquent. Perhaps the Commission should not allow sewer connections unless the connection fees are paid in advance.

Sewer use charges may not be collected through foreclosure or other collection proceedings (e.g., tax sales) unless the delinquent principal exceeds \$4,000 or the delinquency is at least 4 years old.

In all cases, the accrued late charges and lien fees are excluded from the calculation of the \$4,000.00 principal.

The State Office of Fiscal Analysis (5/26/21) suggested that the restriction imposed on WPCA collection activities might cause a loss of revenue to be offset by increased sewer use fees and assessments on all users.

The act is proposed to take effect on October 1, 2021.

Sincerely,

Jeffrey B. Sienkiewicz

Superintendents report for June 2021

Good afternoon everyone.

1.6 million gallons total
52k gallons per day average
359k gallons came from Kent school
Average BOD removal rate 98%
Average TSS removal rate 98%
Average influent PH 7.3

The Judd Ave. pump station generator transfer switch control board failed causing the generator to run on and off without notification. Kinsley generator replace the board and its back in operation.

There is still no word from the state if there will be a summer test or not.

The fields have been planted. Billy McAnn planted sorghum and pumpkins were also planted.

We continue the cleanout of the effluent beds. We are on the 4th cleanout this season.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Balance Sheet May 2021

	5/31/21	5/31/20	\$ Change
Checking/Savings			
1 USB	66,621	120,322	-53,702
2 USB Septage MMA #8052	108,752	49,695	59,057
3 USB Capital #3880	580,243	554,520	25,723
5 Brookwoods	33,037	32,679	358
6 Kent Affordable Housing	24,297	24,224	73
7 Saddle Ridge Estates	164,115	163,728	387
Total Checking/Savings	977,064	945,167	31,897
Accounts Receivable	1,793	3,488	-1,695
Due from General Fund	0	38,906	-38,906
Total Current Assets	978,857	987,560	-8,704
Fixed Assets			
Accumulated Depreciation	-1,693,891	-1,573,344	-120,547
Property and equipment	4,985,900	4,964,900	21,000
Total Fixed Assets	3,292,008	3,391,555	-99,547
TOTAL ASSETS	4,270,865	4,379,115	-108,250
LIABILITIES & EQUITY			
Accounts Payable	-370	8,588	-8,958
Due To Brookwoods	33,037	32,679	358
Due To Kent Affordable Housing	24,297	24,224	73
Due to Saddle Ridge Estates	164,115	163,728	387
Federal Taxes Payable	2,430	2,481	-52
State Taxes Payable	380	384	-5
Due to GF (Town of Kent)	239,760	0	239,760
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	1,783,126	1,574,067	209,059
Equity			
*Retained Earnings	2,246,888	2,302,319	-55,431
Opening Bal Equity	420,287	420,287	0
Net Income	-179,436	82,442	-261,878
Total Equity	2,487,739	2,805,048	-317,309
TOTAL LIABILITIES & EQUITY	4,270,865	4,379,115	-108,250

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	May - 2021	Budget	% of Budget
Income			
Septage Fees	150,488	65,000	231.5%
Sewer User Charges	253,065	249,100	101.6%
Total Income	403,552	314,100	128.5%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	6,419	6,419	100.0%
Audit	2,600	2,600	100.0%
Bank Service Charges			
Office Supplies	468	800	58.4%
Outside services-Admin	601	600	100.2%
Printing & Advertising	-	-	0.0%
Software/Licensing Fees	2,327	2,220	104.8%
Total General & Admin Expenses	12,414	12,639	98.2%
Operating Expenses			
Continuing Education	-	750	0.0%
Depreciation			0.0%
Electricity	24,585	23,200	106.0%
Fuel	4,397	3,800	115.7%
Insurance			
Dental Insurance	560	1,309	42.8%
Liab Auto Prop Insura	533	1,200	44.5%
Life Insurance	60	121	49.5%
Medical	13,288	26,433	50.3%
Workman's Comp	1,824	4,400	41.5%
Total Insurance	16,266	33,463	48.6%
Internet	299	440	67.9%
Lab exams	13,835	12,397	111.6%
Materials and supplies	3,746	1,366	274.2%
Miscellaneous	307	130	236.0%
Outside Services-Operating	8,712	6,000	145.2%
Parts & Repairs	11,861	7,400	160.3%
Payroll Expenses	104,075	120,780	86.2%
Payroll taxes	7,884	9,240	85.3%
Pension	3,869	6,393	60.5%
Permit fees	2,011	2,400	83.8%
Postage	3,586	1,815	197.6%
Professional fees			
Engineering fees	-	18,700	0.0%
Legal fees	988	5,000	19.8%
Total Professional fees	988	23,700	4.2%

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	May - 2021	Budget	% of Budget
Telephone	1,501	2,292	65.5%
Uniforms	2,523	2,292	110.1%
Total Operating Expenses	210,444	257,858	81.6%
Total Expense	222,858	270,497	82.4%
Investment income	349	412	84.8%
Transfers In	38,906	38,906	
Other Expense			
Capital Reserve	19,570	15,705	124.6%
Short Term Asset Reserve	5,871	4,714	124.5%
Maple Street Extension			
100% of Connection Fees	5,627		
80% of User Fees Collected	7,157	3,025	
Total Maple Street Extension	12,784	3,025	422.6%
USDA Loan Interest (92-06) (92-04) (92-08)	26,603	26,990	
Net Income and Expense	155,122	32,487	477.5%

Budget is YTD

Transfers to Capital and ST Asset Reserve of 25,441

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 -359,999 enter as a -

by including these items

the net income is actually -179,436

Kent Sewer Commission Operating Account ledger

06/06/21

May 2021

Date	Name	Memo	Amount	Balance
1 USB				
Operating - 8044				
05/03/21	Sewer Customers			18,863.36
05/04/21	Benefit Assessments		3,983.33	18,863.36
05/04/21	Sewer Customers		660.87	22,846.69
05/05/21	Sewer Customers		798.57	23,507.56
05/06/21	QuickBooks Payroll Service		2,552.92	24,306.13
05/07/21	Kearns, Joyce	Direct Deposit for 5/7/21	-2,781.45	26,859.05
05/07/21	Palmer, Jordan	Direct Deposit	0.00	24,077.60
05/07/21	Sommers, Lyle R	Direct Deposit	0.00	24,077.60
05/10/21	Sewer Customers	Direct Deposit	0.00	24,077.60
05/10/21	Sewer Customers		2,043.90	26,121.50
05/11/21	Sewer Customers		4,505.30	30,626.80
05/12/21	Sewer Customers		1,716.80	32,343.60
05/14/21	CT Commissioner of Revenue...		686.45	33,030.05
05/14/21	United States Treasury	CT payroll withholding for April	-378.23	32,651.82
05/17/21	Sewer Customers	payroll withholding and taxes for April	-2,422.00	30,229.82
05/17/21	Sewer Customers		30,319.93	60,549.75
05/18/21	Commissioner of Revenue		3,723.80	64,273.55
05/18/21	All-State Scale Company	CT payroll withholding for April	-40.95	64,232.60
05/18/21	Aramark Uniform & Career (...)	clean and calibrate shimadzu AY-120 #D432700209 (NIST traceable certificate)	-225.00	64,007.60
05/18/21	Atlantic States Rural Water ...	weekly uniform services 4/30 & 5/7	-111.41	63,896.19
05/18/21	FedEx	ASRWMA voting membership (1-250 connections)	-165.00	63,731.19
05/18/21	Frontier	Shipping to Avril Lab: 4/26 & 5/3 & 5/10	-245.15	63,486.04
05/18/21	Quality Data Service Inc.	Telephone and Internet service: 5/1/21 - 5/31/21	-97.27	63,388.77
05/18/21	RACO Manufacturing & Engin...	June 1 - 1st class postage (3,650 pcs)	-1,503.80	61,884.97
05/18/21	Superior Plus Energy	Annual Renewal - alarm monitoring H02264 (Segar Mtn Station) & H02801 (Judd Ave Pump St...	-735.00	61,149.97
05/18/21	Town of Kent	122.5 gal heating fuel	-274.32	60,875.65
05/18/21	Tunxis	100% of all Benefit Assessments batch 73 & April and May Insurances	-1,819.32	59,056.33
05/18/21	Welsh Sanitation	lab exams: 5/5/21	-642.00	58,414.33
05/19/21	Sewer Customers	Commercial service May 2021	-148.21	58,266.12
05/20/21	QuickBooks Payroll Service		380.05	58,646.17
05/21/21	Kearns, Joyce	Direct deposit for 5/21	-2,781.47	55,864.70
05/21/21	Palmer, Jordan	Direct Deposit	0.00	55,864.70
05/21/21	Sommers, Lyle R	Direct Deposit	0.00	55,864.70
05/27/21	QuickBooks Payroll Service	three vacation days 5/5 5/7	0.00	55,864.70
05/28/21	Soule Jr., Milard L	Direct deposit for 5/28	-783.63	55,081.07
05/28/21	Devaux, Deborah J.	Direct Deposit	0.00	55,081.07
05/28/21	Connecticut CCSPC	Wage Garnishment: 0900003 - (remittance ID 049905158) - Case ID 721318-3	0.00	55,081.07
05/28/21	Town of Kent	Septage	-656.00	54,425.07
05/31/21	ACE Hardware	Savarese Septic Service, Inc.	4,283.75	58,708.82
05/31/21	ABT	Sommers: Roth IRA Withholding May 2021	11,845.00	70,553.82
05/31/21	Aramark Uniform & Career (...)	Disp gloves, pprtowels, mesh strainer, rnd pt shovel & spill saver funnel, soft scrub w/bleach	-256.48	70,297.34
05/31/21	Crystal Rock	May Bookkeeping Support	-129.33	70,168.01
05/31/21	Eversource	weekly uniform services 5/21 & 5/28	-583.50	69,584.51
05/31/21	FedEx	four 5gal bottles drinking water and four returns (includes fuel surcharge)	-115.86	69,468.65
05/31/21	Kinsley Power Systems	Pump Station: 4/16 - 5/17 (31 days) & #50 Maple St - 5163 729 6070 4/15 - 5/14 (29 days)	-62.07	69,406.58
05/31/21	Napa Auto Parts	shipping to Avril lab 5/17 & 5/24	-330.63	69,075.95
05/31/21	Sommers, Lyle - Reimburse...	SV call 5/24: generator running nonstop	-196.92	68,879.03
		battery charger & dexviatf (oil)	-3,560.38	65,318.65
		Telephone reimbursement - May 2021	-276.97	65,041.68
			-80.00	64,961.68

Kent Sewer Commission
Operating Account ledger

06/06/21

May 2021

Date	Name	Memo	Amount	Balance
05/31/21	Tunxis	Lab exams: 5/14, 5/20, 5/28	-918.00	64,043.68
05/31/21	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-4,416.05	59,627.63
Total Operating - 8044			40,764.27	59,627.63
Total 1 USB			40,764.27	59,627.63
TOTAL			40,764.27	59,627.63