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By Darlene Brady at 10:38 am, Apr 19, 2022



Kent Sewer Commission
Regular Meeting

April 12, 2022
4:00 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=wLo5sz8WNqA>

Members: Elissa Potts, John Grant, Cathe Mazza, and Stephen Robey.

Alternates: Rick Osborne and Vince Roberti.

Also present: Barbara Herbst and Lyle Sommers.

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

Approval of the agenda:

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

Approval of Minutes of February 8, 2022 Meeting:

Cathe Mazza made a motion to approve the February 8, 2022 Regular Sewer Commission meeting minutes, as submitted. Stephen Robey seconded the motion and the motion carried.

New Business:

None.

Old Business:

None.

Report of Chairman:

Elissa Potts:

- Submitted a request to the ARPA committee for \$57,783. The request includes the bearings that need to be replaced, lighting in the garage, alarm system and new roof on the garage.
- Contacted Bill Gawel for sands in he beds.
- Start working on a proposal for rate increases, need additional information on costs for plant improvements to support the rate increases.

Report of Superintendent:

Lyle Sommers provided a written report, attached.

Report of Treasurer:

Barbara Herbst provided the following reports:

- Balance Sheet March 2022
- Operating Account Ledger for February 2022 and March 2022

Cathe Mazza made a motion to approve the Operating Account Ledger for February 2022, as submitted. Stephen Robey seconded the motion and the motion carried.

Cathe Mazza made a motion to approve the Operating Account Ledger for March 2022, as submitted. Stephen Robey 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:

Bart Clark:

- Provided information to the developer for the Kent Green/Maple Street Ext. project.
- Continued to research cost estimates for the aeration project.
- Discussed the proposed rate increase with Elissa Potts.
- Will continue to look for funding resources for the aeration project and plant improvements.

Adjourn:

Elissa Potts made a motion to adjourn the meeting at 4:28 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

Regular Meeting

April 12, 2022

4:00 P.M.

Zoom: <https://us02web.zoom.us/j/83041747002>

Meeting ID: 830 4174 7002

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

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1. Call to order
 2. Approve agenda
 3. Approval of Minutes
February 8, 2022
 4. New Business
 5. Old business
 6. Report of Chairman
 7. Report of Superintendent
 8. Report of Treasurer
 9. Report of Collector
 10. Report of Consulting Engineer
 11. Adjourn

"An equal opportunity employer and service provider"

Superintendents report for March/April

March

2.07 million gallons total
74k gallons per day average
950k gallons came from Kent school
Average BOD removal rate 99%
Average TSS removal rate 99%
Average influent PH 7.3

April

1.4 million gallons total
52k per day average
485k gallons came from Kent School
Average BOD removal rate 99%
Average TSS removal rate 98%
Average influent PH 7.3

Good afternoon, everyone.

1 effluent bed is in use 3 are drying.

Gleason Electric installed the new contactor for the #2 blower at the plant and finished the lighting for the pump shed. The maintenance garage air compressor is back online as well.

The modems for 2 of the Raco Alarm Agents finally arrived. Supply chain issues.

The replacement bearings for the blowers arrived as well.

We are getting ready for septage bed cleanouts as soon as the weather allows.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Balance Sheet March 2022

	<u>3/31/22</u>	<u>3/31/21</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	61,770	50,378	11,392
2 USB Septage MMA #8052	140,783	108,734	32,049
3 USB Capital #3880	603,915	575,221	28,694
5 Brookwoods	33,037	33,037	0
6 Kent Affordable Housing	24,297	24,297	0
7 Saddle Ridge Estates	164,115	164,115	0
Total Checking/Savings	<u>1,027,917</u>	<u>955,783</u>	<u>72,135</u>
Accounts Receivable	<u>2,524</u>	<u>593</u>	<u>1,931</u>
Due from General Fund	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Assets	<u>1,030,441</u>	<u>956,375</u>	<u>74,066</u>
Fixed Assets			
Accumulated Depreciation	-1,819,840	-1,693,891	-125,949
Property and equipment	<u>5,330,037</u>	<u>5,290,499</u>	<u>39,538</u>
Total Fixed Assets	<u>3,510,196</u>	<u>3,596,607</u>	<u>-86,411</u>
TOTAL ASSETS	<u>4,540,638</u>	<u>4,552,983</u>	<u>-12,345</u>
LIABILITIES & EQUITY			
Accounts Payable	2,873	9,455	-6,582
Due To Brookwoods	33,037	33,037	0
Due To Kent Affordable Housing	24,297	24,297	0
Due to Saddle Ridge Estates	164,115	164,115	0
Federal Taxes Payable	2,338	2,396	-57
State Taxes Payable	422	370	51
Due to GF (Town of Kent)	209,299	239,760	-30,461
USDA Loan 92-04	444,011	451,856	-7,845
USDA Loan 92-06	793,593	793,593	0
USDA Loan 92-08	<u>72,570</u>	<u>74,028</u>	<u>-1,458</u>
Total Liabilities	<u>1,746,555</u>	<u>1,792,908</u>	<u>-46,352</u>
Equity			
*Retained Earnings	2,274,489	2,246,888	27,601
Opening Bal Equity	420,287	420,287	0
Net Income	<u>99,305</u>	<u>92,899</u>	<u>6,406</u>
Total Equity	<u>2,794,082</u>	<u>2,760,075</u>	<u>34,007</u>
TOTAL LIABILITIES & EQUITY	<u>4,540,637</u>	<u>4,552,983</u>	<u>-12,345</u>

04/12/22

Kent Sewer Commission Operating Account ledger

February 2022

Date	Name	Memo	Amount	Balance
1 USB				46,010.89
Operating - 8044				46,010.89
02/02/22	Sewer Customers		150.59	46,161.48
02/07/22	Sewer Customers		2,972.21	49,133.69
02/07/22	Benefit Assessments		999.95	50,133.64
02/08/22	ABT	January Bookkeeping Support	-595.16	49,538.48
02/08/22	Aramark Uniform & Career (...)	weekly uniform service 1/21 - 1/28 - 2/4	-78.75	49,459.73
02/08/22	Sewer Customers		2,796.25	52,255.98
02/10/22	QuickBooks Payroll Service	Direct Deposit for 2/11	-3,262.68	48,993.30
02/10/22	Sewer Customers		3,490.05	52,483.35
02/11/22	Crockett, Peter W	Direct Deposit	0.00	52,483.35
02/11/22	Kearns, Joyce	Direct Deposit	0.00	52,483.35
02/11/22	Sommers, Lyle R	Direct Deposit	0.00	52,483.35
02/15/22	CT Commissioner of Revenue...	CT payroll withholding, January 2022	-426.04	52,057.31
02/15/22	United States Treasury	payroll withholding and taxes, January 2022	-2,385.72	49,671.59
02/16/22	Sewer Customers		610.45	50,282.04
02/16/22	Benefit Assessments		8,927.36	59,209.40
02/16/22	Benefit Assessments		421.46	59,630.86
02/16/22	Sewer Customers		6,588.10	66,218.96
02/16/22	Sewer Customers		2,740.01	68,958.97
02/16/22	Sewer Customers		32,081.16	101,040.13
02/18/22	Aramark Uniform & Career (...)	weekly uniform service 2/11 - 2/18	-73.42	100,966.71
02/18/22	Eversource	Pump Station: 1/17 - 2/15 (29 days) & #50 Maple St - 5163 729 6070 1/14 - 2/14 (31 days)	-499.16	100,467.55
02/18/22	Excelsior Blower Sys	Preventive maint	-1,775.00	98,692.55
02/18/22	FedEx	shipping to Averill lab 1/17 - 1/24 - 2/7 - 2/14	-372.49	98,320.06
02/18/22	Frontier	Telephone and Internet service: 2/1 - 2/28	-97.18	98,222.88
02/18/22	Napa Auto Parts	fuse and misc	-11.23	98,211.65
02/18/22	Superior Plus Energy	291.50 gal heating fuel	-991.48	97,220.17
02/18/22	Tunxis	Lab exams: 2/4 - 2/9 - 2/16 - 2/25	-2,104.00	95,116.17
02/18/22	US Environmental Rental Corp	Sollinst, Ysi 600XLM, Ysi 650MDS and Geotech geopump	-271.59	94,844.58
02/18/22	Welsh Sanitation	Commercial service Jan 2022	-150.43	94,694.15
02/23/22	Benefit Assessments		311.54	95,005.69
02/23/22	Sewer Customers		6,123.09	101,128.78
02/23/22	Sewer Customers		2,841.27	103,970.05
02/24/22	QuickBooks Payroll Service	Direct Deposit for 2/25	-3,262.66	100,707.39
02/25/22	Crockett, Peter W	Direct Deposit	0.00	100,707.39
02/25/22	Kearns, Joyce	Direct Deposit	0.00	100,707.39
02/25/22	Sommers, Lyle R	Direct Deposit	0.00	100,707.39
02/25/22	QuickBooks Payroll Service	Direct Deposit for 2/28	-756.22	99,951.17
02/28/22	Soule Jr., Milard L	Direct Deposit	0.00	99,951.17
02/28/22	Devauux, Deborah J.	Direct Deposit	0.00	99,951.17
02/28/22	Town of Kent	Sommers: Roth IRA Withholding February 2022	-261.60	99,689.57
02/28/22	Benefit Assessments		1,039.23	100,728.80
02/28/22	Sewer Customers		5,501.42	106,230.22
Total Operating - 8044			60,219.33	106,230.22
Total 1 USB			60,219.33	106,230.22
TOTAL			60,219.33	106,230.22

04/12/22

Kent Sewer Commission Operating Account ledger

March 2022

Date	Name	Memo	Amount	Balance
1 USB				106,230.22
Operating - 8044				106,230.22
03/01/22	ABT	February Bookkeeping Support	-595.16	105,635.06
03/01/22	Town of Kent	100% of all Benefit Assessment fees collected on MSE properties - batches 144,150,152,155	-10,660.31	94,974.75
03/02/22	Sewer Customers		539.13	95,513.88
03/07/22	Sewer Customers		718.58	96,232.46
03/08/22	Sewer Customers		403.41	96,635.87
03/10/22	QuickBooks Payroll Service	Direct Deposit for 3/11/22	-3,262.68	93,373.19
03/11/22	Crockett, Peter W	Direct Deposit	0.00	93,373.19
03/11/22	Kearns, Joyce	Direct Deposit	0.00	93,373.19
03/11/22	Sommers, Lyle R	Direct Deposit	0.00	93,373.19
03/11/22	ACE Hardware	111005	-69.06	93,304.13
03/15/22	CT Commissioner of Revenue	CT payroll withholding February 2022	-424.51	92,879.62
03/15/22	United States Treasury	payroll withholding and taxes February 2022	-2,355.92	90,523.70
03/15/22	Sewer Customers		1,418.74	91,942.44
03/18/22	Aramark Uniform & Career (...)	weekly uniform services 2/25 - 3/4	-130.15	91,812.29
03/18/22	BL Gleason & Son, Inc.	supple and install 2 motor contactors, 60 amp GE fuse switch, wire water heater	-5,140.00	86,672.29
03/18/22	Crystal Rock	one 5gal bottle of drinking water and one return (includes fuel surcharge)	-22.44	86,649.85
03/18/22	Eversource	Plant: - 1/17 - 2/15 (29 days)	-2,880.87	83,768.98
03/18/22	Excelsior Blower Sys	two Kit, Brg, 510/550 TurboTI, four seals	-3,404.00	80,364.98
03/18/22	FedEx	shippig lab samples 2/21 & 2/28	-188.72	80,176.26
03/18/22	Frontier	Telephone and Internet service: 3/1 - 3/31	-97.18	80,079.08
03/18/22	Quill Corporation	qb envelopes with clasp 9 x 12	-24.49	80,054.59
03/18/22	Sommers, Lyle - Reimburse...	Telephone reimbursement - February 2022	-80.00	79,974.59
03/18/22	Superior Plus Energy	242.32 gal heating fuel	-921.08	79,053.51
03/18/22	Tunxis	sample testing 3/16	-326.00	78,727.51
03/18/22	US Environmental Rental Corp	On day Rental of: YSI professional Plus Quatro	-260.66	78,466.85
03/18/22	USA Blue Book	two cover slips for microscope, slides, anti-foam concentrate	-265.07	78,201.78
03/18/22	Welsh Sanitation	Commercial service Feb 2022	-157.86	78,043.92
03/22/22	Sewer Customers		255.90	78,299.82
03/24/22	QuickBooks Payroll Service	Direct Deposit for 3/24	-3,218.86	75,080.96
03/25/22	Crockett, Peter W	Direct Deposit	0.00	75,080.96
03/25/22	Kearns, Joyce	Direct Deposit	0.00	75,080.96
03/25/22	Sommers, Lyle R	Direct Deposit	0.00	75,080.96
03/28/22	Sewer Customers		218.55	75,299.51
03/28/22	Benefit Assessments		951.14	76,250.65
03/30/22	QuickBooks Payroll Service	Created by Payroll Service on 02/25/2022	-733.44	75,517.21
03/31/22	Soule Jr., Milard L	Direct Deposit	0.00	75,517.21
03/31/22	Devaux, Deborah J.	Direct Deposit	0.00	75,517.21
03/31/22	Eversource	Plant: - 2/15 - 3/16 (29 days) & Pump Station: 2/15 - 3/16 (29 days)	-3,200.69	72,316.52
03/31/22	FedEx	shippig lab samples 3/1, 3/14, 3/21	-285.14	72,031.38
03/31/22	Town of Kent	Crockett: HI premiums from Dec 6, 2021 through April 2022 & March Insurances	-11,138.99	60,892.39
03/31/22	Tunxis	sample testing 3/23	-326.00	60,566.39
03/31/22	Town of Kent	Sommers: Roth IRA Withholding March 2022	-261.60	60,304.79
03/31/22	Town of Kent	1st Qtr 2022 - Pension Kent Sewer	-1,183.97	59,120.82
03/31/22	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-5,608.86	53,511.96
Total Operating - 8044			-52,718.26	53,511.96
Total 1 USB			-52,718.26	53,511.96
TOTAL			-52,718.26	53,511.96