

RECEIVED

By Darlene Brady at 11:19 am, Jul 14, 2022



Kent Sewer Commission
Regular Meeting

July 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=DUBBYpP50P4>

Members: Elissa Potts, Peter Gadiel and Cathe Mazza.

Alternates: Rick Osborne.

Also present: Barbara Herbst and Lyle Sommers.

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

Peter Gadiel made a motion to elevate Rick Osborne to member status. Cathe Mazza seconded the motion and the motion carried.

Approval of the agenda:

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

Approval of Minutes of June 14, 2022 Meeting:

Cathe Mazza made a motion to approve the June 14, 2022 Regular Sewer Commission meeting minutes, as submitted. Peter Gadiel seconded the motion and the motion carried.

New Business:

August 9, 2022 Regular Sewer Commission meeting:

Elissa Potts stated that Town Hall will be closed on Tuesday, August 9, 2022 due to a primary. August 9, 2022 is the date for the next Regular Monthly Sewer Commission meeting. Therefore, the August 9, 2022 Sewer Commission meeting will be cancelled and the Commission will meet next on September 13, 2022.

Old Business:

None.

Report of Chairman:

Elissa Potts:

Aquarion Water Company crushed the sewer line at 227 North Main Street, while repair some water lines.

They have repaired the sewer line.

Report of Superintendent:

Lyle Sommers provided a written report, attached.

Report of Treasurer:

Barbara Herbst provided the following reports:

- Income vs Expenses
- Balance Sheet June 2022
- Operating Account Ledger for June 2022

Cathe Mazza made a motion to approve the Operating Account Ledger for June 2022, as submitted. Peter Gadiel 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 did not attend the meeting and did not provide a report.

Adjourn:

Elissa Potts made a motion to adjourn the meeting at 4:19 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

July 12, 2022

4:00 P.M.

Via Zoom

Join Zoom Meeting:	https://us02web.zoom.us/j/89263942858
Meeting ID:	892 6394 2858
One tap mobile:	+16465588656,,89263942858# US (New York)

1. Call to order
2. Approve agenda
3. Approval of Minutes
 - 3.1. June 14, 2022
4. New Business
 - 4.1. August 9, 2022 Sewer Commission meeting
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 July

June

1.9 million gallons total
65k gallons per day average
714k gallons came from Kent school
Average BOD removal rate 99%
Average TSS removal rate 99%
Average influent PH 7.3

Good afternoon

The Judd Ave pump station failed during its monthly exercising. It indicated a lock rotor condition on the generator side. Kinsley Generator came out for service.

2 effluent beds are in use 2 are drying

Peter and I attended the ASRWVA conference in Wallingford on June 23rd

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1 - 6/30</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	155,858	162,300	96.0%
Sewer User Charges	<u>288,410</u>	<u>257,200</u>	<u>112.1%</u>
Total Income	444,268	419,500	105.9%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	7,142	7,142	100.0%
Audit	2,600	2,600	100.0%
Bank Service Charges			
Office Supplies	737	800	92.2%
Outside services-Admin	1,026	600	170.9%
Printing & Advertising	-	-	0.0%
Software/Licensing Fees	<u>2,338</u>	<u>2,350</u>	<u>99.5%</u>
Total General & Admin Expenses	13,843	13,492	102.6%
Operating Expenses			
Continuing Education	85	1,000	8.5%
Depreciation			0.0%
Electricity	35,668	34,500	103.4%
Fuel	4,843	4,400	110.1%
Insurance			
Dental Insurance	1,342	659	203.7%
Liab Auto Prop Insura	1,058	1,200	88.2%
Life Insurance	98	131	74.9%
Medical	29,638	25,723	115.2%
Workman's Comp	<u>3,466</u>	<u>4,400</u>	<u>78.8%</u>
Total Insurance	35,603	32,113	110.9%
Internet	330	480	68.7%
Lab exams	16,478	14,400	114.4%
Materials and supplies	3,371	31,491	10.7%
Miscellaneous	244	-	100.0%
Outside Services-Operating	9,304	8,800	105.7%
Parts & Repairs	28,296	7,400	382.4%
Payroll Expenses	121,017	125,822	96.2%
Payroll taxes	9,112	9,625	94.7%
Pension	5,131	8,100	63.3%
Permit fees	2,011	2,400	83.8%
Postage	5,952	3,980	149.5%
Professional fees			
Engineering fees	1,380	20,400	6.8%
Legal fees	<u>2,090</u>	<u>5,000</u>	<u>41.8%</u>
Total Professional fees	3,470	25,400	13.7%

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1 - 6/30</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	1,784	2,500	71.4%
Uniforms	2,090	2,500	83.6%
Total Operating Expenses	<u>284,790</u>	<u>314,911</u>	<u>90.4%</u>
Total Expense	<u>298,633</u>	<u>328,403</u>	<u>90.9%</u>
Investment income	386	450	85.7%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	21,871	20,975	104.3%
Short Term Asset Reserve	6,561	6,293	104.3%
Maple Street Extension			
100% of Connection Fees	-		
80% of User Fees Collected	7,213	3,025	
Total Maple Street Extension	<u>7,213</u>	<u>3,025</u>	238.4%
USDA Loan Interest (92-06) (92-04) (92-08)	39,517	46,776	
Net Income and Expense	<u><u>109,765</u></u>	<u><u>53,384</u></u>	<u><u>205.6%</u></u>

Budget is YTD

Transfers to Capital and ST Asset Reserve of 28,432
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 138,197

Kent Sewer Commission

Balance Sheet June 2022

	6/30/22	6/30/21	\$ Change
Checking/Savings			
1 USB	63,204	46,655	16,550
2 USB Septage MMA #8052	103,675	108,761	-5,085
3 USB Capital #3880	610,873	582,144	28,729
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	999,202	959,009	40,193
Accounts Receivable	1,549	1,230	319
Due from General Fund	0	0	0
Total Current Assets	1,000,751	960,239	40,512
Fixed Assets			
Accumulated Depreciation	-1,819,840	-1,819,840	0
Property and equipment	5,330,037	5,330,037	0
Total Fixed Assets	3,510,196	3,510,196	0
TOTAL ASSETS	4,510,947	4,470,435	40,512
LIABILITIES & EQUITY			
Accounts Payable	3,213	780	2,433
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	102	2,418	-2,316
State Taxes Payable	413	377	35
Due to GF (Town of Kent)	166,936	240,459	-73,523
USDA Loan 92-04	434,779	444,011	-9,232
USDA Loan 92-06	780,051	793,593	-13,542
USDA Loan 92-08	71,031	72,570	-1,539
Total Liabilities	1,677,974	1,775,658	-97,685
Equity			
*Retained Earnings	2,274,489	2,246,888	27,601
Opening Bal Equity	420,287	420,287	0
Net Income	138,197	27,601	110,595
Total Equity	2,832,973	2,694,777	138,197
TOTAL LIABILITIES & EQUITY	4,510,947	4,470,435	40,512

Kent Sewer Commission

Operating Account ledger

June 2022

Date	Name	Memo	Amount	Balance
06/06/2022	QuickBooks Payroll Service	Direct Deposit for 6/10	-3,213.55	67,631.13
06/07/2022	Crockett, Peter W	Direct Deposit	0.00	67,631.13
06/07/2022	Kearns, Joyce	Direct Deposit	0.00	67,631.13
06/07/2022	Sommers, Lyle R	Direct Deposit	0.00	67,631.13
06/07/2022		Sewer Customers		
06/10/2022	ABT	May Bookkeeping Support	5,056.07	72,687.20
06/10/2022	ACE Hardware	garden sprayer (2 gal)	-595.16	72,092.04
06/10/2022	CT DEEP	Annual renewal: Industrial pre-treatment permit - WPCA - Schedule B	-22.99	72,069.05
06/10/2022	Eversource	#50 Maple St - 4/13 - 5/16 (33 days)	-1,456.25	70,612.80
06/10/2022	FedEx	to Averill lab 5/25	-98.69	70,514.11
06/10/2022	Frontier	Telephone and Internet service: 6/1 - 6/30	-101.36	70,412.75
06/10/2022	Welsh Sanitation	Commercial service May and June 2022	-101.21	70,311.54
06/13/2022		Sewer Customers		
06/14/2022	Town of Kent	FY '22 budgeted paydown of amounts owed for new belt press	-308.26	70,003.28
06/14/2022		Funds Transfer to cover 50K to ToK and 2nd qtr insurances	1,266.49	71,269.77
06/15/2022	CT Commissioner of Revenue	CT payroll withholding for May 2022	-50,000.00	21,269.77
06/15/2022	United States Treasury	payroll withholding and taxes for May 2022	74,925.00	96,194.77
06/15/2022	Town of Kent	80% of all User fees collected from 3/9/21 through 6/15/22 on MSE p	-418.91	95,775.86
06/15/2022	Tunxis	Lab exams 6/6 & 6/10	-2,328.82	93,447.04
06/16/2022	QuickBooks Payroll Service	Adjusted for voided paycheck(s)	-7,213.06	86,233.98
06/16/2022	QuickBooks Payroll Service	Direct Deposit for 6/24	-652.00	85,581.98
06/18/2022		Sewer Customers		
06/22/2022	NSF CK	Highwatch	500.83	85,416.48
06/22/2022		Sewer Customers		
06/22/2022		Sewer Customers	1,388.05	84,257.29
06/28/2022		Sewer Customers	-358.69	83,898.60
06/28/2022	USDA-Rural Development	Annual Debt Service pmt	2,815.82	86,714.42
06/29/2022	QuickBooks Payroll Service	Direct Deposit for 6/30	-3,531.00	83,183.42
06/29/2022	ACE Hardware	ppr towels, disp gloves, filters, touch n' flow nozzle	-762.01	82,421.41
06/29/2022	Aramark Uniform	Uniform services 3/11 through 5/27	-92.10	82,329.31
06/29/2022	Crystal Rock	three 5gal bottle of drinking water and three returns (includes fuel surc	-463.27	81,866.04
06/29/2022			-49.42	81,816.62

Kent Sewer Commission

Operating Account ledger

June 2022

Date	Name	Memo	Amount	Balance
06/29/2022	Eversource	Pump Station: 5/17 - 6/16 (30 days)	-156.78	81,659.84
06/29/2022	FedEx	shipping lab samples 6/6, 6/13, 6/20, 6/27	-420.81	81,239.03
06/29/2022	Napa Auto Parts	napagold fuel filter	-43.69	81,195.34
06/29/2022	Sommers, Lyle - Reimbursement	Reimbursements: Atlantic States and June telephone	-165.00	81,030.34
06/29/2022	Tunxis	Lab exams: 6/17 & 6/30	-652.00	80,378.34
06/29/2022	Welsh Sanitation	Commercial service balance owed for June 2022	-164.99	80,213.35
06/29/2022	USDA-Rural Development	Annual Debt Service on # 92-04	-21,394.00	58,819.35
06/30/2022	Soule Jr., Milard L	Direct Deposit	0.00	58,819.35
06/30/2022	Devaux, Deborah J.	Direct Deposit	0.00	58,819.35
06/30/2022	QuickBooks Payroll Service	Direct Deposit for 7/4	-2,196.57	56,622.78
06/30/2022	Town of Kent	Sommers: Roth IRA Withholding June 2022	-261.60	56,361.18
06/30/2022	Town of Kent	2nd Qtr 2022 - Pension Kent Sewer	-1,183.97	55,177.21
06/30/2022	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-977.19	54,200.02
			<u>-16,644.66</u>	<u>54,200.02</u>
			<u>-16,644.66</u>	<u>54,200.02</u>
			<u>-16,644.66</u>	<u>54,200.02</u>