

Kent Sewer Commission
Regular Meeting

January 14, 2020
4:00 P.M. Town Hall

Present: Elissa Potts, Peter Gadiel, Cathe Mazza and Rick Osborne.

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

Ms. Potts called the regular meeting of the Kent Sewer Commission to order at 4:02p.m.

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

Ms. Mazza made a motion to approve the Sewer Commission Regular meetings minutes of December 10, 2019, as submitted. Mr. Osborne seconded the motion and the motion carried.

Report of Chairman:

Ms. Potts reported on the following:

- She has been working on the Ordinances and Regulations review and edits.

Report of Superintendent:

Mr. Sommers' report is attached.

Report of Treasurer:

Mrs. Herbst provided the following reports:

- Balance Sheet of December 2019
- Actual vs. Budget as of January 2020
- Operating Account Ledger as of December 31, 2019

Ms. Mazza made a motion to approve the Operating Account Ledger as of December 31, 2019, as submitted. Mr. Osborne seconded the motion and the motion carried.

Mr. Sommer stated that United Rental overbilled for the skid steer rental and there will be a there will be a \$1,400 plus refund.

Report of Collector:

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

Report of Consulting Engineer:

Mr. Clark stated he had nothing new to report.

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Ordinances/Regulations:

Ms. Potts stated that Attorney Sienkiewicz will present the proposed ordinances and proposed regulation to the Board of Selectmen at the 6:30 p.m. BOS meeting today.

Public Hearing:

Ms. Potts stated the Public Hearing for the belt press and proposed regulations has been warned for Tuesday, January 21, 2020 at 4:30 p.m.

Ms. Mazza made a motion to adjourn the meeting at 4:20 p.m.


Joyce Kearns
Administrative Assistant

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

"An equal opportunity employer and service provider."

KENT SEWER COMMISSION REGULAR MEETING MINUTES, JANUARY 14, 2020

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**WARNING
SPECIAL MEETING OF KENT SEWER COMMISSION**

**TOWN CLERK
KENT, CONNECTICUT**

A SPECIAL MEETING OF THE KENT SEWER COMMISSION WILL BE HELD

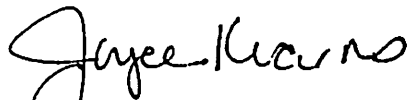
<u>TUESDAY, JANUARY 14, 2020</u>	<u>4:00 P.M.</u>	<u>TOWN HALL</u>
DATE	TIME	PLACE

NOTICE OF SPECIAL MEETING:
(Must be filed not less than 24 hours prior to holding a meeting)

AGENDA:

- Approval of December 10, 2019 Minutes
- Report of Chairman
- Report of Superintendent
- Report of Treasurer
- Report of Collector
- Report of Engineer
- Ordinances
- Regulations
- Public Hearing

KENT SEWER COMMISSION


JOYCE KEARNS
ADMINISTRATIVE ASSISTANT

DATE OF TOWN CLERK NOTIFICATION

"An equal opportunity employer and service provider"

Superintendents report for December 2019

Good afternoon everyone.

2.6 million gallons total
85k gallons per day average
725k gallons came from Kent school
Average BOD removal rate 99%
Average TSS removal rate 99%
Average influent PH 7.4

The plant flooded due to heavy rains and the rise of the river. Bart and I pulled manholes to narrow down the source of the water. We found a pipe going to the river from manhole 230 by the Judd Ave pump station. It must have been installed as an overflow in case of a pump station malfunction. In this case, the river rose up and flowed into the manhole. It is blocked with sandbags as a temporary fix. Removal of the pipe in the spring is necessary.

Number 1 septage bed decant valve with the correct flange finally arrived from being on backorder.

Respectfully,



Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Balance Sheet December 2019

	<u>12/31/19</u>	<u>12/31/18</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	54,591	54,441	151
2 USB Septage MMA #8052	75,584	196,145	-120,561
3 USB Capital #3880	554,405	513,248	41,156
5 Brookwoods	32,679	32,324	354
6 Kent Affordable Housing	24,200	24,103	97
7 Saddle Ridge Estates	163,728	163,409	318
Total Checking/Savings	<u>905,187</u>	<u>983,672</u>	<u>-78,485</u>
Accounts Receivable	<u>900</u>	<u>1,538</u>	<u>-638</u>
Due from General Fund	<u>38,906</u>	<u>0</u>	<u>38,906</u>
Total Current Assets	<u>944,993</u>	<u>985,209</u>	<u>-40,217</u>
Fixed Assets			
Accumulated Depreciation	-1,573,344	-1,456,070	-117,275
Property and equipment	<u>4,964,900</u>	<u>4,813,633</u>	<u>151,267</u>
Total Fixed Assets	<u>3,391,555</u>	<u>3,357,563</u>	<u>33,992</u>
TOTAL ASSETS	<u><u>4,336,548</u></u>	<u><u>4,342,772</u></u>	<u><u>-6,224</u></u>
LIABILITIES & EQUITY			
Accounts Payable	2,775	42,416	-39,641
Due To Brookwoods	32,679	32,324	354
Due To Kent Affordable Housing	24,200	24,103	97
Due to Saddle Ridge Estates	163,728	163,409	318
Federal Taxes Payable	2,481	3,759	-1,278
State Taxes Payable	384	705	-321
USDA Loan 92-04	460,601	468,446	-7,845
USDA Loan 92-06	805,897	818,200	-12,303
USDA Loan 92-08	<u>75,486</u>	<u>76,794</u>	<u>-1,308</u>
Total Liabilities	<u>1,568,230</u>	<u>1,630,157</u>	<u>-61,928</u>
Equity			
*Retained Earnings	1,637,091	1,741,256	-104,165
Opening Bal Equity	420,287	420,287	0
Retained Earnings	665,228	665,228	0
Net Income	<u>45,711</u>	<u>-114,157</u>	<u>159,868</u>
Total Equity	<u>2,768,318</u>	<u>2,712,615</u>	<u>55,703</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,336,548</u></u>	<u><u>4,342,772</u></u>	<u><u>-6,224</u></u>

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>Jan</u> <u>Jul - Nov 19</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	46,420	40,000	116.0%
Sewer User Charges	120,791	131,320	92.0%
Total Income	167,210	171,320	97.6%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	3,399	3,399	100.0%
Audit	2,460	2,600	94.6%
Bank Service Charges			
Office Supplies	355	350	101.6%
Outside services-Admin	299	300	99.6%
Printing & Advertising			0.0%
Software/Licensing Fees	1,177	2,220	53.0%
Total General & Admin Expenses	7,690	8,869	86.7%
Operating Expenses			
Continuing Education	610	500	122.0%
Depreciation			0.0%
Electricity	10,307	16,200	63.6%
Fuel	1,202	1,100	109.3%
Insurance			
Dental Insurance	672	713	94.3%
Liab Auto Prop Insura	800	600	133.3%
Life Insurance	65	65	100.6%
Medical	16,323	14,418	113.2%
Workman's Comp	2,816	2,200	128.0%
Total Insurance	20,676	17,996	114.9%
Internet	163	150	109.0%
Lab exams	7,221	6,758	106.9%
Materials and supplies	711	750	94.8%
Miscellaneous		65	0.0%
Outside Services-Operating	2,626	8,650	30.4%
Parts & Repairs	4,348	4,700	92.5%
Payroll Expenses	60,574	60,719	99.8%
Payroll taxes	4,515	4,645	97.2%
Pension	1,715	2,792	61.4%
Permit fees	2,011	2,500	80.5%
Postage	551	990	55.7%
Professional fees			
Engineering fees	-	15,000	0.0%
Legal fees	5,929	2,500	237.2%
Total Professional fees	5,929	17,500	33.9%

July through December 2019

Kent Sewer Commission Income and Expense Actual vs. Budget

	Jul - Nov 19 ^{Jan}	Budget	% of Budget
Telephone	834	900	92.6%
Uniforms	1,182	998	118.5%
Total Operating Expenses	125,176	147,913	84.6%
Total Expense	132,866	156,782	84.7%
Investment income	169	222	75.9%
Transfers In	38,906	38,906	
Other Expense			
Capital Reserve	22,157	11,761	188.4%
Short Term Asset Reserve	4,748	2,570	184.7%
Maple Street Extension			
100% of Connection Fees	-		
80% of User Fees Collected	1,105	1,750	
Total Maple Street Extension	1,105	1,750	63.1%
USDA Loan Interest (92-06) (92-04) (92-08)	26,603	26,603	
Net Income and Expense	18,807	10,983	171.2%

Budget is only to date

Transfers to Capital and ST Asset Reserve of 26,905
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 Aeration equipment and Aeration System upgrade
Engineering Costs for Aeration project
by including these items
the net income is actually 45,711

01/10/20

Kent Sewer Commission
Operating Account ledger
As of December 31, 2019

Date	Num	Name	Memo	Amount	Balance
1 USB					67,027.95
Operating - 8044					67,027.95
12/01/19	10941	ABT	November Bookkeeping Support	-566.50	66,461.45
12/03/19	062019	Sewer Customers		1,852.20	68,313.65
12/04/19	062017	Sewer Customers		761.00	69,074.65
12/05/19		QuickBooks Payroll Service	Direct Deposit for 12/6/19	-2,933.32	66,141.33
12/06/19	DirDep	Kearns, Joyce	Direct Deposit	0.00	66,141.33
12/06/19	DirDep	Sommers, Lyle R	Direct Deposit	0.00	66,141.33
12/06/19	DirDep	Warner, Jesse T	Direct Deposit	0.00	66,141.33
12/06/19	10942	ACE Hardware	air filters (two), 24 Hillman, one Key master ace250pk	-17.77	66,123.56
12/06/19	10943	Aramark Uniform & Career (I...	weekly uniform services 11/29	-46.54	66,077.02
12/06/19	10944	Postmaster	4 rolls of stamps	-220.00	65,857.02
12/06/19	10945	Sommers, Lyle - Reimbursem...	Telephone reimbursement - November 2019	-80.00	65,777.02
12/06/19	10946	Tunxis	Lab exams 11/27/19	-257.00	65,520.02
12/06/19	EFTPS	United States Treasury	October payroll withholding and taxes (epmt was rejected, new password rules)	-2,477.48	63,042.54
12/11/19	062027	Sewer Customers		1,674.74	64,717.28
12/13/19	E-pay	CT Commissioner of Revenue ...	CT payroll withholding for November	-382.92	64,334.36
12/13/19	E-pay	United States Treasury	VOID: 06-1354645 QB Tracking # -440615266	0.00	64,334.36
12/13/19	E-pay	United States Treasury	VOID: 06-1354645 QB Tracking # -537572366	0.00	64,334.36
12/13/19	EFTPS	United States Treasury	November payroll withholding and taxes	-2,477.46	61,856.90
12/18/19	062029	Sewer Customers		618.29	62,475.19
12/19/19		QuickBooks Payroll Service	Direct Deposit for 12/20	-2,933.33	59,541.86
12/20/19	DirDep	Kearns, Joyce	Direct Deposit	0.00	59,541.86
12/20/19	DirDep	Sommers, Lyle R	Direct Deposit	0.00	59,541.86
12/20/19	DirDep	Warner, Jesse T	Direct Deposit	0.00	59,541.86
12/23/19	062028	Sewer Customers		175.58	59,717.44
12/27/19	10947	Allingham & Readyoff, LLC	Legal: sewer plant lease extension, belt press counsel 7/2/19 ~ 11/12/19 (7.5 hrs)	-1,387.00	58,330.44
12/27/19	10948	Aramark Uniform & Career (I...	Uniform services 12/6 - 12/13	-93.08	58,237.36
12/27/19	10949	Eversource	#50 Maple St - 11/13 - 12/13 & Pump Station: 11/14 - 12/16 (32 days)	-486.89	57,750.47
12/27/19	10950	FedEx	to Averill lab 11/13, 11/20, 12/26, 12/4	-124.00	57,626.47
12/27/19	10951	Frontier	Telephone and Internet service: 12/1 - 12/31	-88.27	57,538.20
12/27/19	10952	Superior Plus Energy	320.4 gal heating fuel	-776.36	56,761.84
12/27/19	10953	Town of Kent	Quarterly invoice for WC and LAP insurance premiums	-1,205.00	55,556.84
12/27/19	10954	Tunxis	Lab exams 12/16 - 12/18	-514.00	55,042.84
12/27/19	10955	United Rentals	Skid Steer track loader 11/13/19 - 11/26/19- (395 per day) plus delivery and pickup and rental p...	-3,193.93	51,848.91
12/30/19		QuickBooks Payroll Service	Direct Deposit for 12/31	-723.56	51,125.35
12/31/19	DirDep	Soule Jr., Milard L	Direct Deposit	0.00	51,125.35
12/31/19	DirDep	Devau, Deborah J.	Direct Deposit	0.00	51,125.35
12/31/19	10957	ACE Hardware	keyrafter, ice melt	-44.54	51,080.81
12/31/19	10958	Aramark Uniform & Career (I...	Uniform services 12/20 & 12/27	-93.08	50,987.73
12/31/19	10959	Jack Farrell Company	one 4" clow flanged shear gate valve w 2" ss lift rod, one 4 pkg flange acc us	-479.06	50,508.67
12/31/19	10960	Sommers, Lyle - Reimbursem...	Telephone reimbursement - December 2019	-80.00	50,428.67
12/31/19	10961	Town of Kent	December Insurances	-2,421.54	48,007.13
12/31/19	10962	Tunxis	Lab exams 12/19/19	-257.00	47,750.13
12/31/19	10963	United Rentals	Skid Steer track loader 11/27/19- (clean, unit was dirty with feces)	-675.02	47,075.11
12/31/19	062036	Sewer Customers		1,362.38	48,437.49
12/31/19	10968	Town of Kent	Sommers ROTH IRA - December 2019	-249.04	48,188.45
Total Operating - 8044				-18,839.50	48,188.45
Total 1 USB				-18,839.50	48,188.45
TOTAL				-18,839.50	48,188.45

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