

RECEIVED

By Darlene Brady at 2:38 pm, Jun 22, 2022



Kent Sewer Commission
Regular Meeting

June 14, 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=YyRixrX9qXs>

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

Alternates: Rick Osborne and Vince Roberti.

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

Call the meeting to order:

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

Approval of the agenda:

Elissa Potts made a motion to add the following items to the agenda:

Swift House

Roof at sewer plant

Aeration tank project

John Grant seconded the motion and the motion carried.

Approval of Minutes of May 10, 2022 Meeting:

John Grant made a motion to approve the May 10, 2022 Regular Sewer Commission meeting minutes, as submitted. Cathe Mazza seconded the motion and the motion carried.

Swift House:

Elissa Potts made a motion to reduce the connection fee for the Swift House to \$1432 to connected to the Kent Sewer line. Stephen Robey seconded the motion and the motion carried.

Roof at sewer plant:

Stephen Robey received two quote to roof repairs at the sewer plant:

- DJ Hall \$45,000 to insulate and roof over current metal roof.
- Kent Hollow Roofing \$33,700 to remove metal roof and replace with metal, no additional insulation.

The commission discussed:

- The need for an engineered study.
- Roof options.
- Need for additional insulation.
- Timeframe.

Elissa agreed to talk to an additional contractor about a rubber roof and requested this item stay on the agenda.

2022/2023 Budget:

John Grant made a motion to approve the 2022/2023 budget, as presented. Cathe Mazza seconded the motion and the motion carried.

Report of Chairman:

Elissa Potts had nothing additional to report.

Report of Superintendent:

Lyle Sommers provided a written, attached.

Report of Treasurer:

Barbara Herbst provided the following reports:

- Account vs. Budget July 1, 2021 – May 31, 2022
- Balance Sheet May 2022
- Operating Account Ledger for May 2022

John Grant made a motion to approve the Operating Account Ledger for May 2022, 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:

Bart Clark has nothing additional to report.

Adjourn:

Elissa Potts made a motion to adjourn the meeting at 4:56 p.m.

Joyce Kearns
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.

"An equal opportunity employer and service provider."
Kent Sewer Commission Regular Meeting Minutes, June 14, 2022

An equal opportunity employer and service provider.
Kent Sewer Commission Regular meeting minutes of June 14, 2022



KENT SEWER COMMISSION AGENDA

Regular Meeting

June 14, 2022

4:00 P.M.

Via Zoom

Join Zoom Meeting: <https://us02web.zoom.us/j/89391757846>

Meeting ID: 893 9175 7846

One tap mobile: +16465588656,,89391757846# US (New York)

1. Call to order
2. Approve agenda
3. Approval of Minutes
 - 3.1. May 10, 2022
4. New Business
 - 4.1. Budget
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"

	Jul 22	Aug 22	Sep 21	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	FY 23 Approved Budget	FY 22 Full Year Budget	FY 22 Actual to 6.14.22
Income															
Septage Fees	12,500	22,000	22,000	19,000	11,000	12,000	5,800	5,000	10,500	12,500	16,000	14,000	162,300	162,300	145,008
User Charges	10,500	48,000	5,500	2,200	55,000	5,000	3,500	55,000	12,000	2,000	50,000	8,500	257,200	257,200	282,428
Total Income	23,000	70,000	27,500	21,200	66,000	17,000	9,300	60,000	22,500	14,500	66,000	22,500	419,501	419,500	427,436
Expense															
General & Admin Expenses															
Accounting/Bookkeep	619	619	619	619	619	619	619	619	619	619	619	619	7,428	7,142	6,547
Audit						2,600							2,600	2,600	2,600
Office Supplies	200			200			200			200			800	800	737
Outside services-Admin		270		270			270			270			1,080	600	1,026
Printing & Advertising													-		-
Software/Licensing F	2,350												2,350	2,350	2,338
Total General & Admin	3,169	889	619	1,089	619	3,219	1,089	619	619	1,089	619	619	14,258	13,492	13,248
Operating Expenses															
Continuing Education			250						250			250	1,000	1,000	-
Electricity	2,100	2,000	7,500	2,000	2,000	2,400	2,200	2,300	2,800	2,800	2,800	4,100	34,500	34,500	32,758
Fuel			400	650	650	650	1,200	1,200	1,200	550	550		7,050	4,400	4,843
Insurance															
Dental Insurance	122	122	122	122	122	122	122	122	122	122	122	122	1,465	659	1,342
Liab Auto Prop Insu	315			315			315			315			1,260	1,200	794
Life Insurance	11	11	11	11	11	11	11	11	11	11	11	11	131	131	98
Medical	4,633	4,633	4,633	4,633	4,633	4,633	4,633	4,633	4,633	4,633	4,633	4,633	55,593	25,723	26,586
Workman's Comp	1,155			1,155			1,155			1,155			4,620	4,400	2,600
Total Insurance	6,236	4,766	6,236	6,236	4,766	4,766	6,236	4,766	4,766	6,236	4,766	4,766	63,069	32,113	31,420
Internet	40	40	40	40	40	40	40	40	40	40	40	40	480	480	330
Lab exams	1,406	1,406	1,406	1,406	1,406	1,406	1,406	1,406	1,406	1,406	1,406	1,406	16,872	14,400	15,886
Maintenance and Rep	600			600			600			600			2,400	2,400	23,073
Supplies	116	125	30,125	125	125	125	125	125	125	125	125	125	31,491	31,491	3,235
Miscellaneous							130						130	130	195
Outside Services-Ope	3,700			1,700			1,700			1,700			8,800	8,800	9,139
Parts & Repairs	500			500			500			500			2,000	2,000	1,129
Payroll Expenses	11,314	11,314	11,314	11,314	11,314	11,314	11,314	11,314	11,314	11,314	11,314	11,314	135,763	125,822	115,773
Payroll taxes	865	865	865	865	865	865	865	865	865	865	865	865	10,386	9,625	8,720
Pension			2,192			2,192			2,192			2,192	8,768	8,100	3,947

Superintendents report for May/June

April

2.48 million gallons total
73k gallons per day average
1M gallons came from Kent school
Average BOD removal rate 99%
Average TSS removal rate 99%
Average influent PH 7.3

May

2.42 million gallons total
73k per day average
1.1M gallons came from Kent School
Average BOD removal rate 99%
Average TSS removal rate 98%
Average influent PH 7.4

Good afternoon, everyone.

1 effluent bed is in use 3 are drying.

The new RACO alarm modems are installed and online.

Peter Crocket is progressing at his studies.

Peter and I will be attending the ASRWWA conference in Wallingford on June 23rd where we will be taking courses. Peter will receive confined space training and I will receive training on nitrogen balance PFAS chemicals in wastewater.

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

The rag dumpster continues to be an issue with water retention. I recommend going to weekly pickup during the warmer months. That way there will be less rags at a time.

We continue to work our way through the quotation process for the maintenance building roof replacement.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1 - 5/31</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	145,008	148,300	97.8%
Sewer User Charges	<u>277,372</u>	<u>248,700</u>	<u>111.5%</u>
Total Income	422,380	397,000	106.4%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	6,547	6,547	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	13,248	12,897	102.7%
Operating Expenses			
Continuing Education	-	750	0.0%
Depreciation			0.0%
Electricity	32,753	30,400	107.7%
Fuel	4,843	4,400	110.1%
Insurance			
Dental Insurance	1,175	604	194.5%
Liab Auto Prop Insura	794	1,200	66.1%
Life Insurance	87	120	72.6%
Medical	23,534	23,579	99.8%
Workman's Comp	<u>2,600</u>	<u>4,400</u>	<u>59.1%</u>
Total Insurance	28,189	29,904	94.3%
Internet	302	440	68.6%
Lab exams	15,294	13,200	115.9%
Materials and supplies	3,212	31,366	10.2%
Miscellaneous	195	-	100.0%
Outside Services-Operating	8,985	8,800	102.1%
Parts & Repairs	28,296	7,400	382.4%
Payroll Expenses	111,354	115,337	96.5%
Payroll taxes	8,390	8,823	95.1%
Pension	3,947	6,075	65.0%
Permit fees	2,011	2,400	83.8%
Postage	5,411	3,815	141.8%
Professional fees			
Engineering fees	1,380	18,700	7.4%
Legal fees	<u>2,090</u>	<u>5,000</u>	<u>41.8%</u>
Total Professional fees	3,470	23,700	14.6%

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1 - 5/31</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	1,631	2,292	71.2%
Uniforms	1,627	2,292	71.0%
Total Operating Expenses	<u>259,910</u>	<u>291,393</u>	<u>89.2%</u>
Total Expense	<u>273,158</u>	<u>304,290</u>	<u>89.8%</u>
Investment income	354	412	85.9%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	21,119	19,850	106.4%
Short Term Asset Reserve	6,336	5,955	106.4%
Maple Street Extension			
100% of Connection Fees	-		
80% of User Fees Collected	-	2,350	
Total Maple Street Extension	<u>-</u>	<u>2,350</u>	0.0%
USDA Loan Interest (92-06) (92-04) (92-08)	<u>38,906</u>	<u>26,990</u>	
Net Income and Expense	<u><u>122,121</u></u>	<u><u>76,883</u></u>	<u><u>158.8%</u></u>

Budget is YTD

Transfers to Capital and ST Asset Reserve of 27,455
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 149,576

Kent Sewer Commission

Balance Sheet May 2022

	<u>5/31/22</u>	<u>5/31/21</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	80,111	66,621	13,490
2 USB Septage MMA #8052	167,112	108,752	58,360
3 USB Capital #3880	609,871	580,243	29,628
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>1,078,542</u>	<u>977,064</u>	<u>101,478</u>
Accounts Receivable	<u>1,811</u>	<u>1,793</u>	<u>19</u>
Due from General Fund	<u>0</u>	<u>0</u>	<u>0</u>
Total Current Assets	<u>1,080,354</u>	<u>978,857</u>	<u>101,497</u>
Fixed Assets			
Accumulated Depreciation	-1,819,840	-1,693,891	-125,949
Property and equipment	<u>5,330,037</u>	<u>5,297,274</u>	<u>32,763</u>
Total Fixed Assets	<u>3,510,196</u>	<u>3,603,382</u>	<u>-93,186</u>
TOTAL ASSETS	<u><u>4,590,550</u></u>	<u><u>4,582,239</u></u>	<u><u>8,311</u></u>
LIABILITIES & EQUITY			
Accounts Payable	2,265	-217	2,482
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	2,748	2,809	-61
State Taxes Payable	262	0	262
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>1,746,197</u>	<u>1,783,279</u>	<u>-37,082</u>
Equity			
*Retained Earnings	2,274,489	2,246,888	27,601
Opening Bal Equity	420,287	420,287	0
Net Income	<u>149,576</u>	<u>131,785</u>	<u>17,791</u>
Total Equity	<u>2,844,353</u>	<u>2,798,960</u>	<u>45,392</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,590,550</u></u>	<u><u>4,582,239</u></u>	<u><u>8,311</u></u>

Kent Sewer Commission Operating Account ledger

May 2022

Date	Name	Memo	Amount	Balance
1 USB				32,990.95
Operating - 8044				32,990.95
05/04/22	Sewer Customers		3,755.20	36,746.15
05/05/22	QuickBooks Payroll Service	Direct Deposit for 5/6	-3,218.86	33,527.29
05/06/22	Crockett, Peter W	Direct Deposit	0.00	33,527.29
05/06/22	Kearns, Joyce	Direct Deposit	0.00	33,527.29
05/06/22	Sommers, Lyle R	Direct Deposit	0.00	33,527.29
05/06/22	ABT	April Bookkeeping Support	-595.16	32,932.13
05/06/22	FedEx	to Averill lab 4/20	-99.51	32,832.62
05/06/22	Sommers, Lyle - Reimburse...	Telephone reimbursement - April 2022	-80.00	32,752.62
05/09/22	Sewer Customers		3,233.18	35,985.80
05/10/22	Sewer Customers		1,043.96	37,029.76
05/11/22	Sewer Customers		29,642.86	66,672.62
05/13/22	CT Commissioner of Revenue...	CT payroll withholding for April 2022	-420.44	66,252.18
05/13/22	United States Treasury	payroll withholding for April 2022	-2,336.62	63,915.56
05/13/22	ACE Hardware	one gal vinegar	-103.96	63,811.60
05/13/22	All-State Scale Company	Annual cleaning and calibration of scale	-255.00	63,556.60
05/13/22	FedEx	to Averill lab 4/27 & 5/4	-211.67	63,344.93
05/13/22	Frontier	Telephone and Internet service: 5/1 - 5/31	-101.14	63,243.79
05/13/22	Quality Data Service Inc.	April 2022: printing and processing sewer/water billing (306 b...	-185.86	63,057.93
05/13/22	Sommers, Lyle - Reimburse...	Telephone reimbursement - May 2022	-80.00	62,977.93
05/13/22	Tunxis	Lab exams: 4/29 - 4/30 - 5/6 - 5/11	-1,392.00	61,585.93
05/16/22	Sewer Customers		7,786.07	69,372.00
05/17/22	Sewer Customers		2,792.89	72,164.89
05/18/22	Sewer Customers		397.17	72,562.06
05/19/22	QuickBooks Payroll Service	Direct Deposit for 5/20	-3,218.85	69,343.21
05/20/22	Crockett, Peter W	Direct Deposit	0.00	69,343.21
05/20/22	Kearns, Joyce	Direct Deposit	0.00	69,343.21
05/20/22	Sommers, Lyle R	Direct Deposit	0.00	69,343.21
05/23/22	Sewer Customers		5,068.63	74,411.84
05/24/22	Sewer Customers		643.87	75,055.71
05/25/22	Sewer Customers		1,624.76	76,680.47
05/27/22	QuickBooks Payroll Service	Direct deposit for 5/31	-756.22	75,924.25
05/27/22	ACE Hardware	VOID: 111005	0.00	75,924.25
05/27/22	Crockett, Peter W (vendor)	5.57 gal gas	-29.53	75,894.72
05/27/22	Crystal Rock	one 5gal bottle of drinking water and tw returns (includes fue...	-17.44	75,877.28
05/27/22	CT DEEP	Permit # U1000311, UIC annual fee, septic system annual per...	-555.00	75,322.28
05/27/22	Eversource	Pump Station: 4/14 - 5/17 & Plant: - 4/14 - 5/17	-3,117.83	72,204.45
05/27/22	FedEx	to Averill lab 5/11 & 05/18	-206.23	71,998.22
05/27/22	New Milford Septic Services, ...	pump out pump stations (2 men and truck time)	-1,000.00	70,998.22
05/27/22	Tunxis	Lab exams 5/18 & 5/26	-652.00	70,346.22
05/31/22	Soule Jr., Milard L	Direct Deposit	0.00	70,346.22
05/31/22	Devaux, Deborah J.	Direct Deposit	0.00	70,346.22
05/31/22	Sewer Customers		5,627.14	75,973.36
05/31/22	ACE Hardware	distilled vinegar, hillman, and water	-25.99	75,947.37
05/31/22	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-4,841.09	71,106.28
Total Operating - 8044			38,115.33	71,106.28
Total 1 USB			38,115.33	71,106.28
TOTAL			38,115.33	71,106.28