

RECEIVED

By Darlene Brady at 11:15 am, Dec 10, 2020



Kent Sewer Commission
Regular Meeting

December 8, 2020
4:00 P.M. via Zoom

Members: Elissa Potts, Peter Gadiel, Cathe Mazza, Jack Nelson and Rick Osborne.

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

Ms. Potts called the meeting to order at 4:02 p.m.

Amend/Approve Agenda:

Ms. Mazza made a motion to approve the agenda, as submitted. Mr. Osborne seconded the motion and the motion carried.

Approval of Minutes of November 10, 2020 Meeting:

Ms. Mazza made a motion to approve the November 10, 2020 Regular Sewer Commission meeting minutes, as submitted. Mr. Osborne seconded the motion and the motion carried.

Outside Lights at the Garage:

Ms. Potts expressed her concern with the lack of lights on the garage, particularly in the back. Mr. Sommers has requested a quote from Gleason Electrical.

Belt Press:

Ms. Potts was excited to report the belt press is on site.

Ordinances:

Ms. Potts stated ordinances are on hold until the Town can hold a Town Meeting.

Public Communication:

Oral: None.

Written: None.

Report of Chairman:

Ms. Potts noted that First Selectman Jean Speck had sent her an email to ask if the Sewer Commission would be interested in participating in a Covid Waste Water testing program? Mr. Clark asked what would they do with the information? Mr. Nelson asked who would be responsible for any costs associated with the testing? Ms. Potts will follow up with Ms. Speck.

Report of Superintendent:

Mr. Sommers provided a written report, attached.

Report of Treasurer:

Mrs. Herbst provided the following reports:

- Income and Expenses Actual vs. Budget
- Balance Sheet November 30, 2020
- Operating Account Ledger for October and November

Ms. Mazza made a motion to approve the Operating Account Ledger for October and November 2020, as submitted. Mr. Nelson seconded the motion and the motion carried.

Report of Collector:

Ms. Devaux reported the Sewer bills have been moved to the cloud hosted by Quality Data who also hosts the Town's tax collector and assessor's records.

Report of Consulting Engineer:

Mr. Clark reported the following:

- Helped Mr. Sommers with the pump shed
- Will be helping next week with the connection of the belt press

Adjourn:

Ms. Potts made a motion to adjourn the meeting at 4:24 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.

RECEIVED

By Darlene Brady at 3:42 pm, Dec 03, 2020



KENT SEWER COMMISSION AGENDA

Regular Meeting

December 8, 2020 at 4:00 P.M.

Zoom: <https://us02web.zoom.us/j/86130659933>

Meeting ID: 861 3065 9933

One tap mobile: +16465588656,,86130659933# US (New York)

1. Call to order
2. Amend agenda/approve agenda
3. Approval of Minutes
 - a. November 10, 2020 Regular Meeting
4. New Business
 - a. Outside lights at garage
5. Old Business
 - a. Belt Press
 - b. Ordinances
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"

Superintendents report for November/December

Good afternoon everyone.

2.4 million gallons total
78k gallons per day average
1.17M gallons came from Kent school
Average BOD removal rate 98%
Average TSS removal rate 98%
Average influent PH 7.5

2 million gallons total
68k per day average
869k gallons came from Kent School
Average BOD removal rate 99%
Average TSS removal rate 98%
Average influent PH 7.5

Good afternoon everyone.

The old belt press was removed and the new press is set in place. Hookup to start Monday 12/14. Due to a mishap during transport, a new control panel door and touch screen is being installed as well.

The pump house shed construction is mostly complete. Pump connection will be made Thurs/Fri of this week.

John Gleason will be here on Monday when BDP is here to consult with them.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	Nov-2020	Budget	% of Budget
Income			
Septage Fees	92,663	35,000	264.8%
Sewer User Charges	126,525	117,600	107.6%
Total Income	219,188	152,600	143.6%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	2,918	2,921	99.9%
Audit	-	-	0.0%
Bank Service Charges			
Office Supplies	268	400	66.9%
Outside services-Admin	301	300	100.2%
Printing & Advertising	-	-	0.0%
Software/Licensing Fees	2,327	2,220	104.8%
Total General & Admin Expenses	5,813	5,841	99.5%
Operating Expenses			
Continuing Education	-	250	0.0%
Depreciation			0.0%
Electricity	9,558	10,100	94.6%
Fuel	1,233	1,050	117.4%
Insurance			
Dental Insurance	280	595	47.1%
Liab Auto Prop Insura	533	600	88.9%
Life Insurance	27	55	49.5%
Medical	7,097	12,015	59.1%
Workman's Comp	1,824	2,200	82.9%
Total Insurance	9,762	15,465	63.1%
Internet	110	200	55.2%
Lab exams	5,417	5,635	96.1%
Materials and supplies	10,656	616	1729.9%
Miscellaneous	105	-	100.0%
Outside Services-Operating	4,622	3,000	154.1%
Parts & Repairs	1,868	3,700	50.5%
Payroll Expenses	43,807	54,900	79.8%
Payroll taxes	3,295	4,200	78.4%
Pension	1,354	2,131	63.5%
Permit fees	2,011	2,400	83.8%
Postage	1,215	825	147.3%
Professional fees			
Engineering fees	-	8,500	0.0%
Legal fees	57	2,500	2.3%
Total Professional fees	57	11,000	0.5%

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	Nov-2020	Budget	% of Budget
Telephone	599	1,044	57.3%
Uniforms	1,045	1,044	100.1%
Total Operating Expenses	96,713	117,560	82.3%
Total Expense	102,526	123,401	83.1%
Investment income	152	184	82.4%
Transfers In	38,906	38,906	
Other Expense			
Capital Reserve	8,411	7,630	110.2%
Short Term Asset Reserve	2,523	2,291	110.1%
Maple Street Extension			
100% of Connection Fees	5,627		
80% of User Fees Collected	-	1,750	
Total Maple Street Extension	5,627	1,750	321.5%
USDA Loan Interest (92-06) (92-04) (92-08)	26,603	26,990	
Net Income and Expense	112,556	29,628	379.9%

Budget is YTD

Transfers to Capital and ST Asset Reserve of 10,934
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 -6,500 enter as a -

by including these items
the net income is actually 116,990

Kent Sewer Commission

Balance Sheet Nov 2020

	11/30/20	11/30/19	\$ Change
Checking/Savings			
1 USB	104,988	68,415	36,573
2 USB Septage MMA #8052	144,652	75,584	69,067
3 USB Capital #3880	565,593	554,381	11,212
5 Brookwoods	33,037	32,679	358
6 Kent Affordable Housing	24,273	24,176	97
7 Saddle Ridge Estates	164,115	163,728	387
Total Checking/Savings	1,036,658	918,962	117,696
Accounts Receivable	2,880	859	2,021
Due from General Fund	0	38,906	-38,906
Total Current Assets	1,039,538	958,727	80,811
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	4,331,546	4,350,282	-18,736
LIABILITIES & EQUITY			
Accounts Payable	3,727	4,530	-803
Due To Brookwoods	33,037	32,679	358
Due To Kent Affordable Housing	24,273	24,176	97
Due to Saddle Ridge Estates	164,115	163,728	387
Federal Taxes Payable	2,386	4,955	-2,568
State Taxes Payable	364	383	-19
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	1,547,380	1,572,433	-25,053
Equity			
*Retained Earnings	2,246,888	2,302,319	-55,431
Opening Bal Equity	420,287	420,287	0
Net Income	116,990	55,242	61,748
Total Equity	2,784,166	2,777,849	6,317
TOTAL LIABILITIES & EQUITY	4,331,546	4,350,282	-18,736

12/08/20

Kent Sewer Commission Operating Account ledger

October 2020

Date	Num	Name	Memo	Amount	Balance
1 USB					105,685.44
Operating - 8044					105,685.44
10/05/20	062169	Sewer Customers		130.58	105,816.02
10/08/20		QuickBooks Payroll Service	Direct Deposit for 10/9	-1,870.80	103,945.22
10/08/20		QuickBooks Payroll Service	Direct Deposit for 10/9	-1,177.85	102,767.37
10/09/20	DirDep	Keams, Joyce	Direct Deposit	0.00	102,767.37
10/09/20	DirDep	Sommers, Lyle R	Direct Deposit	0.00	102,767.37
10/09/20	DirDep	Palmer, Jordan	Direct Deposit	0.00	102,767.37
10/09/20	11130	ABT	September Bookkeeping Support	-583.50	102,183.87
10/09/20	11131	Aquarion	WPCA / SEWER BILLINGS (350 @ .43) -2nd Qtr 2020	-150.50	102,033.37
10/09/20	11132	Aramark Uniform & Career (1...	Uniform Services	-43.43	101,989.94
10/09/20	11133	Eversource	#50 Maple St - 5163 729 6070 (32 days)	-2.20	101,987.74
10/09/20	11134	Frontier	Telephone and Internet service: 10/1 - 10/31	-77.84	101,909.90
10/09/20	11135	Napa Auto Parts	solenoid for portable generator repair, battery for portable generator	-166.98	101,742.92
10/09/20	11136	Quality Data Service Inc.	Annual software support - utility billing module	-1,150.00	100,592.92
10/09/20	11137	Eversource	Pump Station: 8/17 - 9/16 (30 days)	-1,839.21	98,753.71
10/13/20	062181	Sewer Customers		617.45	99,371.16
10/14/20	062180	Sewer Customers		402.79	99,773.95
10/15/20	CT EFTPS	CT Commissioner of Revenue ...	CT payroll withholding for September 2020	-331.00	99,442.95
10/15/20	EFTPS	United States Treasury	payroll withholding and taxes for September 2020	-2,093.42	97,349.53
10/22/20		QuickBooks Payroll Service	Direct Deposit for 10/23	-3,048.63	94,300.90
10/22/20	11140	Town of Kent	purchase of Payloader pursuant to Commission meeting 10/20/20	-21,000.00	73,300.90
10/23/20	DirDep	Keams, Joyce	Direct Deposit	0.00	73,300.90
10/23/20	DirDep	Palmer, Jordan	Direct Deposit	0.00	73,300.90
10/23/20	DirDep	Sommers, Lyle R	Direct Deposit	0.00	73,300.90
10/23/20	11138	Town of Kent	zoning application for pump shed at sewer plant	-110.00	73,190.90
10/29/20		QuickBooks Payroll Service	Direct Deposit for 10/30	-760.29	72,430.61
10/29/20		QuickBooks Payroll Service	Direct Deposit for 10/30	-158.13	72,272.48
10/30/20	DirDep	Soule Jr., Milard L	7 holidays 1/1, 1/20, 2/17, 4/10, 5/25, 7/3, 9/7	0.00	72,272.48
10/30/20	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	72,272.48
10/30/20	DirDep	Soule Jr., Milard L	Direct Deposit	0.00	72,272.48
10/30/20	E-pay	Administrator Unemployment ...	3rd Qtr 2020 ~00-022-82 Q8 Tracking # -337935450	0.00	72,272.48
10/30/20	11141	ACE Hardware	2" chinex bru, window brush, balde, tape, packing tape	-51.95	72,220.53
10/30/20	11142	Aramark Uniform & Career (1...	Uniform services 10/9 - 10/16 - 0/23	-121.28	72,099.25
10/30/20	11143	Crystal Rock	two5gal bottles drinking water and two returns (includes fuel surcharge)	-27.76	72,071.49
10/30/20	11144	Eversource	Pump Station: 9/16 - 10/16 (30 days) ~ #50 Maple St - 5163 729 6070 (30 days)	-270.56	71,800.93
10/30/20	11145	FedEx	shipping to Averill lab 9/16 - 9/23 - 9/30 - 10/7	-124.30	71,676.63
10/30/20	11146	Kinsley Power Systems	Annual Level II generator service -Schaghticoke Pump ta: CA1 100KW ~ Judd Avenue pump Station K...	-1,175.00	70,501.63
10/30/20	11147	Napa Auto Parts	Primer bulb assy, hose clamp, starter, core deposit, quart of 5W30	-307.71	70,193.92
10/30/20	11148	Quality Data Service Inc.	October 2020: printing and processing sewer/water billing (301 bills)	-189.58	70,004.34
10/30/20	11149	Sommers, Lyle - Reimbursement	Telephone reimbursement - October 2020	-80.00	69,924.34
10/30/20	11150	Superior Plus Energy	10/5 219.1 gal heating fuel & 10/6 222.1 gal road fuel	-668.41	69,255.93
10/30/20	11151	Total Estate Management Serv...	buy and install concrete post	-450.00	68,805.93
10/30/20	11152	Tunxis	Lab exams 10/7 - 10/21 - 10/28	-771.00	68,034.93
10/30/20	11158	Tunxis	Lab exams 10/8/20	-257.00	67,777.93
10/30/20	11170	Town of Kent	October Insurances	-1,214.45	66,563.48
10/31/20	11153	Town of Kent	Sommers: Roth IRA Withholding October 2020	-256.48	66,307.00
Total Operating - 8044				-39,378.44	66,307.00
Total 1 USB				-39,378.44	66,307.00
TOTAL				-39,378.44	66,307.00

12/08/20

Kent Sewer Commission
Operating Account ledger

October 2020

Date	Num	Name	Memo	Amount	Balance
1 USB					66,307.00
Operating - 8044					66,307.00
11/05/20		QuickBooks Payroll Service	Direct Deposit for 11/6	-3,048.63	63,258.37
11/06/20	DirDep	Kearns, Joyce	Direct Deposit	0.00	63,258.37
11/06/20	DirDep	Palmer, Jordan	Direct Deposit	0.00	63,258.37
11/06/20	DirDep	Sommers, Lyle R	Direct Deposit	0.00	63,258.37
11/06/20	11154	ABT	October Bookkeeping Support	-583.50	62,674.87
11/06/20	11155	Fasi, Joseph Fasi LLC	Bond counsel services: Belt Press Financing (3.8 hrs June through October)	-1,140.00	61,534.87
11/06/20	11156	Quill Corporation	clipboard	-14.94	61,519.93
11/06/20	11157	Tunxis	Lab Exams 10/29/20	-267.00	61,252.93
11/17/20	062204	Sewer Customers		4,032.73	65,285.66
11/17/20	062205	Sewer Customers		5,092.07	70,377.73
11/18/20	062206	Sewer Customers		4,957.40	75,335.13
11/18/20	062207	Sewer Customers		21,958.46	97,293.59
11/18/20	062208	Sewer Customers		9,305.44	106,599.03
11/19/20		QuickBooks Payroll Service	Direct Deposit 11/20	-3,048.64	103,550.39
11/20/20	DirDep	Kearns, Joyce	Direct Deposit	0.00	103,550.39
11/20/20	DirDep	Palmer, Jordan	Direct Deposit	0.00	103,550.39
11/20/20	DirDep	Sommers, Lyle R	Direct Deposit	0.00	103,550.39
11/23/20	062182	Sewer Customers		7,700.39	111,250.78
11/23/20	11160	Forge Hill Plumbing (Vendor)	plumbing for Sludge Pump Shed Pump	-3,250.00	108,000.78
11/23/20	11159	void		0.00	108,000.78
11/24/20	CT EFTPS	CT Commissioner of Revenue ...	CT payroll withholding for October	-370.11	107,630.67
11/24/20	EFTPS	United States Treasury	payroll withholding and taxes for October	-2,417.12	105,213.55
11/25/20	062193	Sewer Customers		888.90	106,022.45
11/27/20		QuickBooks Payroll Service	Direct Deposit for 11/30	-737.96	105,284.49
11/30/20	DirDep	Soule Jr., Millard L	Includes Veterans Day	0.00	105,284.49
11/30/20	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	105,284.49
11/30/20	062194	Sewer Customers		2,944.85	108,229.34
11/30/20	11161	Aramark Uniform & Career (I...	Uniform services 10/30 - 11/6 - 11/13 - 11/20 - 11/27	-254.90	107,974.44
11/30/20	11162	Eversource	Pump Station: 10/16 - 11/16 (31 days), #50 Maple St - 5163 729 6070 (29days), Plant: -10/16 - ...	-4,341.62	103,632.82
11/30/20	11163	FedEx	to Avertill lab 10/28	-31.17	103,601.65
11/30/20	11164	Napa Auto Parts	trailer connect kit, htr hose	-10.74	103,590.91
11/30/20	11165	Sommers, Lyle - Reimbursement	Telephone reimbursement - October 2020	-80.00	103,510.91
11/30/20	11166	Tunxis	Lab exams: 8/20 - 11/11 - 11/24 - 11/30	-1,028.00	102,482.91
11/30/20	11167	United Ag & Turf	retainer for tractor	-35.52	102,447.39
11/30/20	11169	Town of Kent	Sommers: Roth IRA Withholding November 2020	-256.48	102,190.91
11/30/20	Trnsf	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-2,981.47	99,209.44
11/30/20	11171	Town of Kent	November Insurances	-1,214.45	97,994.99
Total Operating - 8044				31,687.99	97,994.99
Total 1 USB				31,687.99	97,994.99
TOTAL				31,687.99	97,994.99