



Kent Sewer Commission
Regular Meeting

January 10, 2023
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=4_EMi0ftw80

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

Alternates: None.

Also present: Debbie Devaux, 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 add the following items to the agenda:

- Grant Ducey salary
- Letter to Fred A. Cook, Jr. Inc.
- Letter to the Yewers, 119 N. Main Street
- Non-sewer discharge
- Sewer Plant garage roof
- Meeting start time
- Rate increases

Stephen Robey seconded the motion and the motion carried.

Approval of Minutes of December 13, 2022 Meeting:

John Grant made a motion to approve the minutes of the December 13, 2022 Regular Sewer Commission meeting, as submitted. Stephen Robey seconded the motion and the motion carried.

Grant Ducey salary:

Elissa Potts stated:

- The motion to hire Grant indicated a salary increase at six months.
- The employment letter indicated 90-day introductory period.
- Asking the commission if they would consider giving Grant an additional \$1.00 per hour now at three-months.

- Grant saved the commission money by repairing the payload inhouse.

Barbara Herbst confirmed the additional \$1.00 per hour is already in the budget.

John Grant made a motion to approve a \$1.00 (one-dollar) per hour increase for Grant Ducey. Cathe Mazza seconded the motion and the motion carried.

Letter to Fred A. Cook, Jr. Inc.:

Elissa Potts:

- December 9, 2022 Brian Cook of Fred A. Cook, Jr. Inc. sent a letter to the Town of Kent.
- In the letter Mr. Cook asked to be allowed to bring 4,000 gallons a day of septic into the plant, Monday – Friday.
- December 19, 2022 Elissa wrote a letter (attached) to Mr. Cook.

119 North Main Street:

The request from 119 North Main Street was denied at the December 13, 2022 Sewer Commission meeting. The owners had been notified and have paid the bill in full.

Non-sewer discharge:

The commission discussed the concept of updating the Sewer Use regulations to include the installation of remote meters for non-sewer discharge. Stephen Robey made a motion that independent water meters will not be permitted within Kent for users of the sewer system. Cathe Mazza seconded the motion and the motion carried.

Lyle Sommers requested the second meter at 100 N Main Street be visible from the outside.

Sewer Plant garage roof:

Elissa Potts:

- January 3, 2023 Letter from GR Engineering, LLC (attached).
- Bart Clark will contact Gary Reola and discuss the details of that letter and the roof project.

Meeting start time:

Elissa Potts:

- Bart Clark is unable to attend the Sewer Commission meeting at the 4:00 p.m. start time.
- The commission agreed to consider a new start time.
- Will send out email to confirm new start time.

Rate increases:

Elissa Potts proposed the commission start the process of increasing the rates.

Barbara Herbst stated there are statues that need to be followed. She agreed to write a step-by-step guideline for the commission that will include rates being charged by surrounding towns.

Report of Chairman:

Elissa Potts had no additional items to discuss.

Report of Superintendent:

Lyle Sommers provided a written report, attached.

Report of Treasurer:

Barbara Herbst provided the following reports:

- Income vs. Expenses
- Balance Sheet December 2022
- Operating Account Ledger for December 2022

Peter Gadiel made a motion to approve the Operating Account Ledger for December 2022.

Stephen Robey seconded the motion and the motion carried.

Report of Collector:

Debbie Devaux will be sending out the assessment invoices on February 1, 2023. We are down to eleven accounts totaling \$96,978.16.

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 4:43 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.

RECEIVED

By Darlene Brady at 3:38 pm, Jan 05, 2023



KENT SEWER COMMISSION AGENDA

Regular Meeting

January 10, 2023

4:00 P.M.

Via Zoom

Join Zoom Meeting:	https://us02web.zoom.us/j/82006323296
Meeting ID:	820 0632 3296
One tap mobile:	+16465588656,,82006323296# US (New York)

Supporting documentation for this meeting:

<https://drive.google.com/drive/folders/1oXAiM6Tlt2jLSGpBfeBX8OVN3w2iVsb->

1. Call to order
2. Approve agenda
3. Approval of Minutes
 - 3.1. December 13, 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"

Kent Sewer Commission
41 Kent Green Boulevard
P.O. Box 144
Kent, CT 06757

Fred A. Cook, Jr. Inc.
P.O. Box 70
Montrose, NY 10548

December 19, 2022

Re: Request for Permission to Discharge Septage

Dear Mr. Cook:

The Kent Sewer Commission is the correct organization to contact relative to the use of the facilities at the Kent Water Pollution Control Facility. We are responding to your December 9th letter addressed to Darlene Brady, Town Clerk concerning use of the Septage Lagoons at our Treatment facility.

In your letter, you make two requests: What is the procedure to follow to obtain permission to use the septage lagoons and can a discharge of 4000 gpd 5-days a week be made into the Septage Lagoons.

The Commission's Sewer Use Regulations explains the process for becoming a registered Septage Hauler. The most current version of the Sewer Use Ordinance and Regulations is available from the Commission's Secretary at Kent Town Hall. A copy of the Septage Regulations are attached to this letter for your reference.

The regulations state (7.02) "E. The Commission currently accepts waste from the following communities: Kent, New Milford, Sharon, Warren, Cornwall, Washington. Other Communities may be accepted if the Commission chooses." The Commission has and currently does accept waste from nearby New York State. This was done given consideration to capacity available in the lagoons and the character of the wastes being trucked in. Its decision applies to the specific conditions at the time and does not represent a policy change that would infer waste would be accepted from New York State as a matter of course.

You have requested to discharge 4000 gpd (or 20,000 gallons weekly) at the plant. We certainly appreciate the opportunity for additional revenue; however, the Commission must deny your request at this time for the following reasons: (a.) Maintenance is being performed on one of the two lagoons at this time which reduces the ability to receive this volume of waste; (b) Winter operations at the lagoons is limited due to all activities are outside and not intended to be done in freezing weather; (c) the lagoons are operating above their rated capacity and accepting this volume of additional waste would create additional operational challenges.

We appreciate your inquiry concerning our facilities. If you have any questions, please contact me.

Sincerely,



Elissa Potts
Kent Sewer Commission Chairman

cc: Darlene Brady, Town Clerk



Fred A. Cook, Jr. Inc.
SEWER, SEPTIC & PIPELINE CLEANING SPECIALISTS

P.O. BOX 70, MONTROSE, NY 10548

Website: www.fredcook.com

Phone 914.739.3300
845.739.3300
Fax 914.739.8525

December 9, 2022

Town of Kent
Attention: Darlene Brady, Town Clerk
PO Box 843
Kent, CT 06757

Dear Ms. Brady,

We have made several attempts over the last few years to be an approved septic hauler that is allowed to discharge septic waste at your town sewer plant. We have been repeatedly informed that we cannot bring septic waste to the town sewer plant, yet we continue to see other septic haulers who are allowed to do so. What is the towns formal procedure on who is allowed to discharge at their sewer plant? It would seem reasonable that there is a standard procedure for this and not just letting certain haulers in and while others cannot.

We have a job that is close to your plant that we have the ability to bring 4,000 gallons a day (Monday-Friday) of septic into your plant. This is a tank we pump daily and the septic is almost as clean as drinking water, which thereby reduces the towns treatment process and expense as well. This would also bring in a daily revenue stream to the town.

We are hopeful that we can come to a suitable arrangement and be able to do business together moving forward as we have been frustrated for several years over the perceived favoritism shown to certain haulers over others. We are willing to discuss this further and would even meet in person if that would be beneficial.

Thank you for your time.

Sincerely,


Brian F. Cook

President

CC: First Selectman

Selectmen

January 3, 2023

Re: Roof Framing Analysis
Kent Water Pollution Control Facility
125 Schaghticoke Road
Kent, CT 06757

The following information is provided and is derived from field measurements and structural analysis of the above referenced building. The analysis was to include the weight of a new standing seam roof panel system. The proposed roof system would consist of a new standing seam roof panel with sub-framing installed over the existing standing seam roof panel system, no proposed insulation, the approx. weight of new system is 2.5 psf with sub-framing. The proposed dead weight of the new system and existing structure would be approx. 9 psf. Through our building analysis of the roof framing system, the framing members were determined to be adequate to support the imposed dead load, including the proposed roof system, and live loading criteria of the current state of Connecticut building code. Please note, no new insulation is allowed to be installed on the existing structure as this would cause the existing roof framing system to become overstressed. The existing roof framing allowable and actual loads are as follows:

Actual Loads

LL = 40 psf (Ground Snow Load)
30 psf (Flat Roof Snow Load)
DL = 6.5 psf

Allowable Loads

LL = 40 psf (Ground Snow Load)
30 psf (Flat Roof Snow Load)
DL = 10 psf

Feel free to contact this office if you have any further questions or comments.

Sincerely,

GARY REOLA, PE

Gary Reola, P.E.
G.R. Engineering, LLC



Superintendents report for January 2022

Good afternoon,

1.9 million gallons total
63k gallons per day average
824k gallons came from Kent school
Average BOD removal rate 92%
Average TSS removal rate 85%
Average influent PH 7.7

The plant process continues to recover from the upset.

New employee Peter Crockett is working out well.

The Godwin pump we use for the septage repair was completed and returned.

One effluent bed is drying, one is cleaned and ready and two are currently in use.

I found a new vendor, Surpass Chemical, that delivers smaller quantities of hydrated lime that we use in the sludge pressing process. Previously we would have to drive to 2 ½ hours each way for a pallet.

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1 - 11/30</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	63,823	98,500	64.8%
Sewer User Charges	<u>146,289</u>	<u>126,200</u>	<u>115.9%</u>
Total Income	210,112	224,700	93.5%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	3,095	3,714	83.3%
Audit	-	2,600	0.0%
Bank Service Charges			
Office Supplies	558	400	139.5%
Outside services-Admin	917	540	169.7%
Printing & Advertising	-	-	0.0%
Software/Licensing Fees	<u>2,488</u>	<u>2,350</u>	<u>105.9%</u>
Total General & Admin Expenses	<u>7,057</u>	<u>9,604</u>	<u>73.5%</u>
Operating Expenses			
Continuing Education	199	500	39.8%
Depreciation			0.0%
Electricity	19,840	17,600	112.7%
Fuel	2,922	2,350	124.3%
Insurance			
Dental Insurance	727	733	99.2%
Liab Auto Prop Insura	833	630	132.3%
Life Insurance	55	65	83.8%
Medical	19,566	27,795	70.4%
Workman's Comp	<u>2,599</u>	<u>2,310</u>	<u>112.5%</u>
Total Insurance	<u>23,780</u>	<u>31,533</u>	<u>75.4%</u>
Internet	159	240	66.3%
Lab exams	9,298	8,436	110.2%
Materials and supplies	50,583	30,741	164.5%
Miscellaneous	1,276	130	981.7%
Outside Services-Operating	7,459	5,400	138.1%
Parts & Repairs	3,707	4,000	92.7%
Payroll Expenses	65,093	67,879	95.9%
Payroll taxes	4,903	5,196	94.4%
Pension	1,415	4,384	32.3%
Permit fees	2,011	2,400	83.8%
Postage	3,493	2,760	126.6%
Professional fees			
Engineering fees	-	1,200	0.0%
Legal fees	-	2,500	0.0%
Total Professional fees	<u>-</u>	<u>3,700</u>	<u>0.0%</u>

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1 - 11/30</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	885	1,252	70.7%
Uniforms	1,429	1,252	114.1%
Total Operating Expenses	<u>198,452</u>	<u>189,753</u>	<u>104.6%</u>
Total Expense	<u>205,510</u>	<u>199,357</u>	<u>103.1%</u>
Investment income	176	222	79.3%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	10,506	4,650	225.9%
Short Term Asset Reserve	3,201	1,393	229.8%
Maple Street Extension			
100% of Connection Fees	-	-	
80% of User Fees Collected	-	-	
Total Maple Street Extension	<u>-</u>	<u>-</u>	<u>0.0%</u>
USDA Loan Interest (92-06) (92-04) (92-08)	<u>25,364</u>	<u>24,923</u>	
Net Income and Expense	<u><u>4,614</u></u>	<u><u>33,505</u></u>	<u><u>13.8%</u></u>

Budget is YTD

Transfers to Capital and ST Asset Reserve of 13,707

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 18,320

Balance Sheet December 2022

	<u>12.31.22</u>	<u>12.31.21</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	38,571	67,924	-29,353
2 USB Septage MMA #8052	86,244	126,784	-40,540
3 USB Capital #3880	624,735	597,899	26,836
5 Brookwoods	33,037	33,037	0
6 Kent Affordable Housing	24,449	24,375	73
7 Saddle Ridge Estates	164,115	164,115	0
Total Checking/Savings	<u>971,150</u>	<u>1,014,134</u>	<u>-42,984</u>
Accounts Receivable	<u>2,824</u>	<u>1,568</u>	<u>1,256</u>
Due from General Fund	<u>0</u>	<u>38,906</u>	<u>-38,906</u>
Total Current Assets	<u>973,974</u>	<u>1,054,608</u>	<u>-80,634</u>
Fixed Assets			
Accumulated Depreciation	-1,950,192	-1,819,840	-130,352
Property and equipment	<u>5,330,037</u>	<u>5,330,037</u>	<u>0</u>
Total Fixed Assets	<u>3,379,845</u>	<u>3,510,196</u>	<u>-130,352</u>
TOTAL ASSETS	<u><u>4,353,818</u></u>	<u><u>4,564,804</u></u>	<u><u>-210,986</u></u>
LIABILITIES & EQUITY			
Accounts Payable	6,045	3,275	2,770
Due To Brookwoods	33,037	33,037	0
Due To Kent Affordable Housing	24,449	24,375	73
Due to Saddle Ridge Estates	164,115	164,115	0
Federal Taxes Payable	2,944	1,855	1,090
State Taxes Payable	440	302	138
Due to GF (Town of Kent)	131,701	240,459	-108,758
USDA Loan 92-04	434,779	444,011	-9,232
USDA Loan 92-06	766,508	780,051	-13,542
USDA Loan 92-08	71,031	72,570	-1,539
Total Liabilities	<u>1,635,049</u>	<u>1,764,050</u>	<u>-129,001</u>
Equity			
*Retained Earnings	2,280,162	2,276,075	4,087
Opening Bal Equity	420,287	420,287	0
Net Income	<u>18,320</u>	<u>104,392</u>	<u>-86,072</u>
Total Equity	<u>2,718,770</u>	<u>2,800,754</u>	<u>-81,985</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,353,819</u></u>	<u><u>4,564,804</u></u>	<u><u>-210,986</u></u>

Kent Sewer Commission Operating Account ledger

December 2022

Date	Name	Memo	Amount	Balance
1 USB				53,157.81
Operating - 8044				53,157.81
12/01/22	QuickBooks Payroll Service	Direct Deposit for 12.2.22	-3,398.81	49,759.00
12/02/22	Ducey, Grant	Direct Deposit	0.00	49,759.00
12/02/22	Kearns, Joyce	Direct Deposit	0.00	49,759.00
12/02/22	Sommers, Lyle R	Direct Deposit	0.00	49,759.00
12/02/22	ABT	November Bookkeeping Support	-619.00	49,140.00
12/02/22	ACE Hardware	misc supplies	-594.33	48,545.67
12/02/22	Eversource	Pump Station: 10/18 - 11/16 (30 days)	-75.78	48,469.89
12/02/22	FedEx	shipping to Averill lab 11.14 & 11.21	-200.88	48,269.01
12/02/22	Superior Plus Energy	163 gal heating fuel	-702.35	47,566.66
12/05/22	Sewer Customers		1,644.21	49,210.87
12/07/22	Sewer Customers		78.55	49,289.42
12/09/22	Napa Auto Parts	10 gal Oil	-391.96	48,897.46
12/09/22	Parts Authority	Hydraulic hose, Coupler, Adapter	-80.99	48,816.47
12/09/22	Sommers, Lyle - Reimburse...	Telephone reimbursement - November 2022	-80.00	48,736.47
12/12/22	Aramark Uniform & Career (I...	Uniform services 12.12	-101.81	48,634.66
12/12/22	Crystal Rock	drinking water	-37.43	48,597.23
12/12/22	Eversource	Plant: - 10/17 - 11/15/22 (30 days)	-3,870.13	44,727.10
12/12/22	Frontier	Telephone and Internet service: 9/1 - 9/30	-96.88	44,630.22
12/12/22	Napa Auto Parts	VOID:	0.00	44,630.22
12/12/22	Sommers, Lyle - Reimburse...	VOID: wrong vendor s/b Ace Hardware	0.00	44,630.22
12/12/22	Superior Plus Energy	198.60 gallons heating fuel @ \$3.725/gallon	-740.08	43,890.14
12/12/22	Tunxis	Lab Exams: 12.12	-326.00	43,564.14
12/12/22	Welsh Sanitation	Commercial service November 2022	-319.06	43,245.08
12/13/22	Sewer Customers		2,041.60	45,286.68
12/15/22	QuickBooks Payroll Service	Direct Deposit for 12.16.22	-3,398.82	41,887.86
12/15/22	CT Commissioner of Revenue...	CT Payroll Withholding for November	-439.28	41,448.58
12/15/22	United States Treasury	Payroll Withholding and Taxes for November	-2,670.78	38,777.80
12/16/22	Ducey, Grant	Direct Deposit	0.00	38,777.80
12/16/22	Kearns, Joyce	Direct Deposit	0.00	38,777.80
12/16/22	Sommers, Lyle R	Direct Deposit	0.00	38,777.80
12/19/22	FedEx	shipping to Averill lab 12.5	-97.86	38,679.94
12/20/22	Sewer Customers		976.61	39,656.55
12/21/22	Aramark Uniform & Career (I...	weekly uniform services 12.9 & 12.16	-171.57	39,484.98
12/21/22	FedEx	to Averill lab 12.7.22	-96.83	39,388.15
12/21/22	Napa Auto Parts	Truck brakes parts for repair	-249.37	39,138.78
12/21/22	Sommers, Lyle - Reimburse...	VOID: wrong vendor s/b Ace Hardware	0.00	39,138.78
12/21/22	Tunxis	Lab exams 12.14	-326.00	38,812.78
12/21/22	Sommers, Lyle - Reimburse...	Replaces stale chk # 11560 for reimbursements: Atlantic State...	-165.00	38,647.78
12/21/22	void	Voided stale check for reimbursements: Atlantic States and Ju...	0.00	38,647.78
12/21/22	Eversource	Pump Station: 11/15 - 12/15/22 & #50 Maple St - 11/14 - 12...	-246.26	38,401.52
12/21/22	ACE Hardware	hoses, sink stop, gloves, keys, pliers, socket accessory ets, ratc...	-871.95	37,529.57
12/21/22	Napa Auto Parts	Manual transfer pump & Fuel tubing, spark plugs, fuel filters, oil	-165.53	37,364.04
12/21/22	Sommers, Lyle - Reimburse...	Enrollment for Grant Ducey Office of Water Programs Reimburs...	-199.00	37,165.04
12/28/22	Sewer Customers		440.69	37,605.73
12/28/22	Ducey, Grant	Reimbursement for boots	-204.14	37,401.59
12/29/22	QuickBooks Payroll Service	Direct Deposit for 12.30.22	-4,204.36	33,197.23
12/29/22	Aramark Uniform & Career (I...	weekly uniform services for 12.23	-54.19	33,143.04
12/29/22	FedEx	shipping to Averill lab 12/19	-96.42	33,046.62
12/29/22	Tunxis	Lab exams 12.23	-326.00	32,720.62
12/30/22	Soule Jr., Milard L	Direct Deposit	0.00	32,720.62
12/30/22	Devaux, Deborah J.	Direct Deposit	0.00	32,720.62
12/30/22	Ducey, Grant	Direct Deposit	0.00	32,720.62
12/30/22	Kearns, Joyce	Direct Deposit	0.00	32,720.62
12/30/22	Sommers, Lyle R	Direct Deposit	0.00	32,720.62
12/30/22	Town of Kent	Sommers: Roth IRA Withholding Dec2022	-410.16	32,310.46
12/30/22	Sewer Customers		48.09	32,358.55
12/31/22	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-781.04	31,577.51
Total Operating - 8044			-21,580.30	31,577.51
Total 1 USB			-21,580.30	31,577.51
TOTAL			-21,580.30	31,577.51