

RECEIVED

By Darlene Brady at 9:14 am, Apr 11, 2024

Kent Sewer Commission
Regular Meeting

April 9, 2024
4:30 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=9oGGfpkk3E>

Members: Elissa Potts, Cathe Mazza, Rick Osborne, and Stephen Robey.
Alternates: Vince Roberti.

Also present: Barbara Herbst and Lyle Sommers.

Call to order:

Elissa Potts called the meeting to order at 4:30 P.M.

Approve/amend agenda:

Cathe Mazza made a motion:

To approve the agenda of the April 9, 2024, Regular Sewer Commission meeting.

Rick Osborne seconded the motion and the motion carried.

Approval of Minutes:

Cathe Mazza made a motion:

To approve the March 19, 2024, Special Sewer Commission meeting minutes, as submitted.

Rick Osborne seconded the motion and the motion carried.

Kent School:

Elissa Potts:

- Kent School sent a letter, attached for a proposal to construct a triplex faculty house on Faculty Drive.
- The proposal was previously approved by the Sewer Commission in 2004 for eight faculty houses.
- Only two houses were constructed between 2004 and 2020.

The Commission unanimously agreed that there were no issues as the project had been previously approved.

Report of Chairman:

Elisa Potts:

- Reached out to engineer John Mack of Stuart Somers Company LLC for the aeration project.
- Will follow-up with a formal request letter.

Report of Superintendent:

Lyle Sommer provided a written report, attached.

Cathe Mazza made a motion:

To approve an expenditure of up to \$1,500 for tires and rims for the plant truck.
Stephen Robey seconded the motion and the motion carried.

Report of Treasurer:

Barbara Herbst provided the following reports, attached.

- Balance Sheet – March 2024.
- Actual vs. Budget 7/1/23 – 3/31/24.
- Operating Account Ledger March 2024.

Stephen Robey made a motion:

To approve the Operating Account Ledgers for March 2024.
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 did not attend the meeting.

Public comment:

None.

Adjournment:

Elissa Potts made a motion to adjourn the meeting at 4:40 p.m.

Joyce Kearns

Joyce Kearns
Administrative Assistant

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

RECEIVED

By Darlene Brady at 9:16 am, Apr 05, 2024

KENT SEWER COMMISSION AGENDA
Regular Meeting
Tuesday
April 9, 2024
4:30 P.M.

Join Zoom Meeting: <https://us02web.zoom.us/j/83343486229>

Meeting ID: 833 4348 6229

One tap mobile: +16469313860,,83343486229# US

Supporting documentation for this meeting:

https://drive.google.com/drive/folders/1E5wpIO9Cyz-_SsivPsy9aYG2pjidwpx

1. Call to order.
2. Approve/amend agenda.
3. Approval of Minutes:
 - 3.1. March 19, 2024, Special Sewer Commission meeting
4. New Business:
 - 4.1. Kent School
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. Public comment.
12. Adjournment.



KENT SCHOOL

March 20, 2024

Ms. Elissa Potts
Sewer Commission Chairman
125 Schaghticoke Rd.
Kent, CT 06757

Dear Elissa,

Enclosed are two drawings illustrating the proposal of Kent School for construction of a triplex faculty house on Faculty Drive. The proposal was previously approved in 2004 for eight faculty housing, but only two were constructed between 2004 and 2020. The proposal as well as the most recent is shown on attached site plans.

It should be noted that all proposed sewer and storm drainage lines/structures were constructed in 2004 for a full build-out. There is no introduction of new sewer mains or structures for this proposal.

If you have any questions or comments, please contact my office at Kent School.

Sincerely,

John Bergin
Facilities Director

Superintendents report for April 2024

Good afternoon,

1.72 million gallons total

56k gallons per day average

Don't have reading. Guy on vacation gallons came from Kent school

Average BOD removal rate 96%

Average TSS removal rate 96%

Grant Ordered and received his next Sacramento wastewater course book.

One bed is in use, 3 are ready for use

Leaks in maintenance building not repaired yet. On schedule for next week.

Quote of \$1400 for tires and wheels for the plant truck

Respectfully,

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	7/1-3/31/24	Budget	% of Budget
Postage	5,881	4,140	142.0%
Professional fees			
Engineering fees	-	1,800	0.0%
Legal fees		3,750	0.0%
Total Professional fees	-	5,550	0.0%
			0.0%
Uniforms	3,290	2,250	146.2%
Total Operating Expenses	264,346	244,678	108.0%
Total Expense	275,431	259,481	106.1%
Investment income	282	342	82.5%
Transfers In	38,906	38,906	
Other Expense			
Capital Reserve	16,356	15,041	108.7%
Short Term Asset Reserve	4,956	4,514	109.8%
Maple Street Extension			
100% of Connection Fees	3,307		
80% of User Fees Collected		2,350	
Total Maple Street Extension	3,307	2,350	140.7%
USDA Loan Int & Belt Press repayment	24,923	26,990	
Net Income and Expense	67,141	31,672	212.0%

Budget is YTD

Transfers to Capital and ST Asset Reserve of 21,312
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

88,452

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>7/1-3/31/24</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
ARPA Funding	47,500		
Septage Fees	100,296	87,700	114.4%
Sewer User Charges	205,130	213,100	96.3%
Total Income	352,925	300,800	117.3%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	5,150	5,796	88.9%
Internet	233	360	64.6%
Audit		2,600	0.0%
Bank Service Charges			
Office Supplies/Expense	577	600	96.2%
Outside services-Admin	974	975	99.9%
Software/Licensing Fees	2,577	2,600	99.1%
Telephone	1,521	1,872	81.2%
Water	54	-	100.0%
Total General & Admin Expenses	11,085	14,803	74.9%
Operating Expenses			
Continuing Education	1,183	750	157.7%
Depreciation			0.0%
Electricity	31,205	32,300	96.6%
Fuel	4,805	7,000	68.6%
Insurance			
Dental Insurance	504	1,062	47.5%
Liab Auto Prop Insura	1,315	948	138.7%
Life Insurance	49	99	49.5%
Medical	11,886	6,003	198.0%
Workman's Comp	3,280	3,474	94.4%
Total Insurance	17,034	11,586	147.0%
			0.0%
Lab exams	14,377	13,680	105.1%
Materials and supplies	4,707	1,116	421.8%
Maintenance and Repairs (OP)	3,128	1,650	189.6%
Maintenance and Repairs (CAPITAL)	47,500	30,130	157.7%
Security System	1,350		100.0%
Outside Services-Operating	9,057	9,800	92.4%
Parts & Repairs	2,141	2,250	95.2%
Payroll Expenses	103,012	105,237	97.9%
Payroll taxes	7,850	8,047	97.5%
Pension	5,816	6,792	85.6%
Permit fees	2,011	2,400	83.8%

Kent Sewer Commission

Balance Sheet March 2024

	3.31.24	3.31.23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1 USB	49,443	58,422	-8,979
2 USB Septage MMA #8052	69,755	78,024	-8,268
3 USB Capital #3880	660,498	631,136	29,363
4 USB Grant/Loan #8175	0		0
5 Brookwoods	34,351	33,037	1,314
6 Kent Affordable Housing	24,492	24,449	43
7 Saddle Ridge Estates	164,975	164,115	860
Total Checking/Savings	1,003,514	989,182	14,332
Accounts Receivable			
Septage Accounts Receivable	443	2,111	-1,669
Due from General Fund			0
Total Current Assets	1,003,956	991,293	12,663
Fixed Assets			
Accumulated Depreciation	-2,079,544	-1,950,192	-129,352
Property and equipment	5,330,037	5,330,037	0
Total Fixed Assets	3,250,493	3,379,845	-129,352
TOTAL ASSETS	4,254,449	4,371,138	-116,689
LIABILITIES & EQUITY			
Accounts Payable	1,914	12,229	-10,315
Due To Brookwoods	34,351	33,037	1,314
Due To Kent Affordable Housing	24,492	24,449	43
Due to Saddle Ridge Estates	164,975	164,115	860
Federal Taxes Payable	2,747	2,652	94
State Taxes Payable	425	446	-21
Due to GF (Town of Kent)	70,819	127,701	-56,882
USDA Loan 92-04	426,933	434,779	-7,845
USDA Loan 92-06	752,526	766,508	-13,983
USDA Loan 92-08	69,573	71,031	-1,458
Total Liabilities	1,548,753	1,636,947	-88,194
Equity			
*Retained Earnings	2,193,649	2,278,960	-85,311
Opening Bal Equity	420,287	420,287	0
Net Income	88,452	34,943	53,509
Total Equity	2,702,389	2,734,191	-31,802
TOTAL LIABILITIES & EQUITY	4,251,142	4,371,138	-119,996

Kent Sewer Commission
Operating Account ledger
March 2024

Date	Name	Memo	Amount	Balance
1 USB				67,734.41
Operating - 8044				67,734.41
03/04/24	Sewer Customers		465.40	68,199.81
03/04/24	Benefit Assessments		210.73	68,410.54
03/05/24	Sewer Customers		605.31	69,015.85
03/07/24	QuickBooks Payroll Service	Direct Deposit for 3.8.24	-3,511.43	65,504.42
03/08/24	Ducey, Grant	Direct Deposit	0.00	65,504.42
03/08/24	Kearns, Joyce	Direct Deposit	0.00	65,504.42
03/08/24	Sommers, Lyle R	Direct Deposit	0.00	65,504.42
03/11/24	Sewer Customers		473.74	65,978.16
03/11/24	Benefit Assessments		472.03	66,450.19
03/12/24		Deposit	1,151.89	67,602.08
03/15/24	United States Treasury	Payroll Withholding and Taxes 2.29.24	-2,742.30	64,859.78
03/15/24	CT Commissioner of Revenue...	CT Withholding 2.29.24	-424.20	64,435.58
03/15/24	Aramark Uniform & Career (...	Weekly uniform services	-169.16	64,266.42
03/15/24	FedEx	to Averill lab 2.28.24	-113.11	64,153.31
03/15/24	Frontier	Telephone and Internet service:3/1 - 3/31/24	-115.41	64,037.90
03/15/24	Kinsley Power Systems	Annual Level II generator service - Judd Avenue pump Station...	-1,395.00	62,642.90
03/15/24	Napa Auto Parts	Oil, filter, tire kit, antifreeze, Rain X	-111.34	62,531.56
03/15/24	Postmaster	3 rolls stamps	-204.00	62,327.56
03/15/24	Sommers, Lyle - Reimburse...	Telephone reimbursement - February 2024	-80.00	62,247.56
03/15/24	Town of Kent	100% of all Benefit Assessment fees collected on MSE properti...	-1,926.43	60,321.13
03/15/24	Tunxis	2.1.24; 2.8.24; 2.15.24; 2.22.24; 2.29.24;	-1,960.30	58,360.83
03/15/24	Welsh Sanitation	Commercial service February 2024; March 2024	-349.37	58,011.46
03/18/24	Sewer Customers		688.06	58,699.52
03/18/24	Benefit Assessments		630.00	59,329.52
03/19/24	Ducey, Grant	Reimbursement for Wastewater License expenses: Office of W...	-803.00	58,526.52
03/21/24	QuickBooks Payroll Service	Direct Deposit for 3.22.24	-3,511.44	55,015.08
03/22/24	Ducey, Grant	Direct Deposit	0.00	55,015.08
03/22/24	Kearns, Joyce	Direct Deposit	0.00	55,015.08
03/22/24	Sommers, Lyle R	Direct Deposit	0.00	55,015.08
03/22/24	ABT	February Bookkeeping Support	-643.75	54,371.33
03/25/24	Sewer Customers		667.97	55,039.30
03/26/24	Sewer Customers		180.87	55,220.17
03/27/24	Sewer Customers		251.63	55,471.80
03/28/24	QuickBooks Payroll Service	Direct Deposit for 3.29.24	-852.61	54,619.19
03/28/24	Sewer Customers		668.50	55,287.69
03/28/24	Dan's Burner Services LLC	Parts and labor for fuel system, pumps 2/26/24	-710.14	54,577.55
03/28/24	Eversource	Pump Station: 2/15 - 3/14/24 (29 days); #50 Maple St - 2/1...	-619.75	53,957.80
03/28/24	FedEx	to Averill lab 3.6.24; 3.13.24	-243.00	53,714.80
03/28/24	Napa Auto Parts	Oil, parts cleaner	-590.87	53,123.93
03/28/24	Sommers, Lyle - Reimburse...	Telephone reimbursement - March 2024	-80.00	53,043.93
03/28/24	Town of Kent	100% of all Benefit Assessment fees collected on MSE properti...	-3,135.59	49,908.34
03/29/24	Soule Jr., Milard L	Direct Deposit	0.00	49,908.34
03/29/24	Devaux, Deborah J.	Direct Deposit	0.00	49,908.34
03/31/24	Town of Kent	Sommers: Roth IRA Withholding March 2024	-568.80	49,339.54
03/31/24	Town of Kent	1st Qtr 2024 - Pension Kent Sewer	-2,090.41	47,249.13
Total Operating - 8044			-20,485.28	47,249.13
Total 1 USB			-20,485.28	47,249.13
TOTAL			-20,485.28	47,249.13