

**MINUTES FOR THE JOINT MEETING OF THE WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
AND THE BOARD OF DIRECTORS OF THE WOODRIDGE LAKE SEWER DISTRICT
MONDAY, DECEMBER 17, 2018 3:00 P.M. HELD IN THE CONFERENCE ROOM LOCATED AT THE
WOODRIDGE LAKE CLUBHOUSE, 260 EAST HYERDALE DRIVE, GOSHEN, CONNECTICUT**

CALL TO ORDER: Raymond Turri-President, called the meeting to order at 3:00 PM.

ATTENDANCE: Board members present Raymond Turri, Richard Reis, Alfred Shull, James Hiltz, and Alternate Jeffrey Clark and by conference phone James Mersfelder, also attending and Tax Collector/Clerk Laurie Mosley and Plant Superintendent Mark Theriault.

EXCUSED: None

APPROVAL OF MINUTES: The minutes of the regular board meeting held November 19, 2018 were presented for approval.

A MOTION WAS MADE BY, Richard Reis, seconded by Alfred Shull to approve said minutes as written.. No other corrections or discussions. **SO VOTED.**

APPROVAL OF MINUTES: The minutes of the Special Meeting held December 15, 2018 were presented for approval.

A MOTION WAS MADE BY, Richard Reis, seconded by Alfred Shull to approve said minutes as written. There was no discussion on the minutes, **SO VOTED.**

REPORT FROM PLANT SUPERINTENDENT-MARK THERIAULT

- Sludge disposal: The 250 Gal. tote that we purchased is working nicely. The tote is filled twice each day and is carried up the hill with the John Deere Tractor and emptied. The garage is much cleaner and there is plenty of room now to keep the tractor, gator and the flatbed in the garage. Mark reported he does not see a need to purchase a truck for sludge disposal at this time.
- Flatbed Truck: The Flatbed was taken in for service, also replaced was a serpentine belt and tensioner that was worn out.
- We had one more heater break located at station 7. Mark had a small portable heater at home so he took it to station 7 until we could get a replacement heater installed. The heat was out for a couple of days because of the timing of the break (during Thanksgiving holiday). Masterson replaced the heater and Mark purchased two portable heaters to have on hand, this is not the first time this has been an issue.
- Mark ordered the Sacramento Course for John, the goal is to complete the course by April and take the exam in July.
- Wet Wells: Mark talked to Tony at Eastern Water to schedule round two of Wet Well cleaning. Tony is planning to be here next week to do the work. Tony also wants to measure for the installation of new flow meters at stations 6 + 9. There was discussion about which flow meters to purchase. Tony recommends one type of meter and Dave recommends another type. After

much discussion it was decided Mark would call Torrington and ask which type of flow meters they like/use and Ray would talk to Dave about his recommendations.

- TV Work and Line Repairs: Mark called Dave on three occasions to see about the T.V. work that was done and talk to him about Bidding/Scheduling the line repair work. Mark has not yet heard back from Dave.
- FLOWS: For November the average daily flow was 161,000 gpd. And the total rainfall for November was 8.2in. The average daily flow to date for December is 110,000 gpd. And the total rainfall to date for December is 0.80 in. (The average daily flow for October was 132,000 gpd. and the total rainfall was 5.5 in.)

Jeff Clark has been working on flow charts to show the average daily flows for the past years to date. He explained the importance of understanding why the flows go up and down. He explained the following: how the flows relate with the inter-municipal agreement with Torrington, Fiscal Year ADF and the limits and speed limits that could present penalty charges if we go over the limit. Discussion on flow influences such as water influent, sump pumps, and weather conditions continued.

MONTHLY FINANCIAL REPORTS: Jeff Clark reported on the delinquent report. There is \$12,058.63 stilled owed, down from last year's \$14,748.85 at this time. We do have 20 in the arrears verses 15 last year. Laurie reported that the marshal continues to collect partial payments to bring that amount down.

Under the Revenues, we have collected \$2,600, \$2,056 below budget, this is mainly due to a sewer connection refund of \$1800. From an expenditure perspective, we are also doing well, we spent only \$72395, over budget by \$16,155. This was due to Plant & Collection system maintenance, legal expenses for the IMA and an extra week in payroll (5 week monthly payroll). Year to date we are still doing well. We are over budget in revenue by \$7766 and under budget in expenditures by \$50,118

The Annual Fiscal Audit for 2017-2018 has been completed and the board as reviewed it. **A MOTION WAS MADE BY** Alfred Shull seconded by Jim Hiltz to accept the 2017-2018 Annual Fiscal Audit as presented. No discussion, **SO VOTED**

A MOTION WAS MADE BY Alfred Shull seconded by Jim Hiltz to go into Executive Session at 3:30PM. No discussion, **SO VOTED.**

At 4:05PM A MOTION WAS MADE BY Alfred Shull, seconded by Jim Hiltz to come out of Executive Session. No discussion, **SO VOTED.**

NEW BUSINESS: Rules and Regulations. As we connect with the City of Torrington, our Rules and Regulations need to be updated and conform to reflect the upcoming changes. Jim discussed how we are in the process of rewriting the policies and procedures of getting a permit. Alfred Shull is working on all information needed.

The 2019 meeting schedule for both the Woodridge Lake Sewer District and Authority was presented for approval. **A MOTION WAS MADE BY** Alfred Shull seconded by Jim Hiltz to approve the calendar as presented. No discussion, **SO VOTED.** A copy of the calendar will be filed with these minutes.

Alfred Shull reported that a request for a refund has been made for \$39.36 for over payment by Stacy and Mark Martone. **A MOTION WAS MADE BY** Richard Reis seconded by Jim Hiltz to approve the refund. No discussion, **SO VOTED.**

Alfred Shull asked Laurie and Mark to step out for a moment. Discussion on the annual Christmas gift for employees occurred. **A MOTION WAS MADE BY** Alfred Shull seconded by Jim Hiltz to give \$200 cash gift to 3 employees and the new employee receive \$100. No discussion, **SO VOTED.**

OLD BUSINESS: None

A MOTION WAS MADE BY Alfred Shull, seconded by Richard Reis, to adjourn at 4:20PM. No discussion, **SO VOTED.**

Respectfully submitted,

Alfred L. Shull, Clerk

Laurie Mosley, Recording Clerk

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