

MINUTES WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY  
& BOARD OF DIRECTORS WOODRIDGE LAKE SEWER DISTRICT,  
MONDAY, JULY 16, 2012, 6:00 P.M.  
CONFERENCE ROOM WOODRIDGE LAKE CLUB HOUSE

CALL TO ORDER: Raymond A. Turri Chairman and President of both boards respectively, called the meeting to order at 6:00 P.M.

PRESENT: Raymond Turri, Bob Goldfeld, Joan Lang, Jim Hiltz and James Mersfelder by conference phone. Also present Legal Council Atty. Chip Roraback.

**APPROVAL OF MINUTES:** The minutes of the May 21, 2012 meeting were presented for approval. **A MOTION WAS MADE BY** Raymond Turri, seconded by Bob Goldfeld to approve the minutes as written. There was no discussion on the minutes, **SO VOTED.**

**REPORT FROM PLANT MANAGER:** Plant Manager Charles Ekstrom was unable to be in attendance at this meeting. His written report which covered the period of May 22 through July 16, 2012 was made available to all Board Members for their review. Noted under said report was a correction under the Right of Way Clearing item. Said report stated that Charlie Ekstrom had received a response from three vendors of the four vendors who had been sent an RFQ for the Right of Way Clearing work, but only two responses have been received. A copy of the RFQ would be provided to Board Members for their review. It was the decision of the Board that Charlie Ekstrom be given the opportunity to get three quotes by Friday July 20<sup>th</sup> and that the Board would hold a special meeting on Monday, July 23, 2012 at 5:00 P.M. at Ray Turri's Office in Torrington to take action on the review of all quotes received and acceptance of a bid for Woodridge Lake Sewer District easement clearing work. There was nothing further discussed under the Monthly Operational Report and a copy of same is on file at the office of the Clerk Joan Lang.

**FINANCIAL REPORTS FOR JUNE 2012:** Said reports were presented by Treasurer Jim Mersfelder who reported on the following: Delinquent Tax Payers as of June 30, 2012 - The District's delinquent taxpayers now total 29, and all are over 90 days in arrears. Eleven are paying under approved payment plans and seven are being handled by the Marshal. The total delinquents continue to be reduced, this year is \$14,000 lower than last year. The Marshal is now responsible for the collection of 44% of the total delinquent amount of \$37,150. It was noted that the new Marshal continues to be aggressive in her efforts to collect the taxes. Discussed briefly was the Sewer Taxes being put in escrow by lender banks as they do with Real Estate Property Taxes. An inquiry would be made with local lending banks relative to the escrow of Sewer Taxes. Also discussed was the recouping of significant delinquent taxes through tax sale vs. foreclosure. The Board was in agreement to let the Marshal handle them at this time.

Budget Expenditures as of June 30, 2012- The un-audited year end report shows the following favorable variances: total capital, forecast vs. plan of \$63,017.60 with a total operating forecast vs. plan of \$227,617.47 leaving a total year end under budget variance of \$290,634.97. The total capital under budget amount is primarily due to the fact that the DEEP approved Scope of Work Facilities Plan is running behind the scheduled. The Major operating budget under expenditures resulted from being one full time person

under budget for most of the year, lower than planned activity levels in the following areas: Collection System Repair/Maintenance, Environmental Insurance, Manhole Raising and the Contingency Fund was not used. Preparation work for audit by the new Auditor has been completed by the staff, assisted by Darrin Newbury. The field work will be completed on Wednesday, July 18<sup>th</sup>

The Auditor and one of his associates will be doing the work and it is the intention of the Auditor to get all the field work done in one day. To assist them in the audit process Clerk Joan Lang and Tax Collector Laurie Mosley will work a full day on July 18<sup>th</sup>.

Us of Lock Box: It was reported that the new Lock Box provider system being used for the collection of taxes by Union Savings Bank is up and running and to date has shown to be more proficient than the Lock Box provider used last year.

Short Term Lending: Jim Mersfelder reported that six local banks had been contacted regarding Short Term lending. Quotes were received from three banks. The quote that came in from Union Savings Bank is the low bid, with said quote being good until the end of July 2012. The matter will be on the agenda for discussion at the Planning Committee Meeting scheduled for Monday July 23, 2012 at 3:00 P.M. at Ray Turri's Office in Torrington. Woodward & Curran needs to provide the District with the cost for infiltration and inflow evaluation work and it is believed at this time that they have yet to go out for RFQ's for that work. Woodward & Curran is scheduled to provide the Planning Committee with a draft report relative to Collection system infiltration and inflow evaluation by July 18<sup>th</sup>. At the Planning Committee Meeting of the 23<sup>rd</sup>, Woodward & Curran is expected to provide a status report on the open items relative to the work planned for late June & July 2012.

New Business: Phillips Appeal Right of Way Issue- Ray Turri reported on his review of the correspondence received from Kevin and Martha. Phillips. He reviewed the history relative to the procedures used by the District for the clearing of the District owned Right of Way Easements located on some lots within the Woodridge Lake Sewer District. Under the Right of Way clearing process, the District first seeks RFQ's for site surveys of the easement line. It is the policy of the District to seek three bids, once received and reviewed, the Board approves a bid and it is turned over to the Plant Superintendent for the responsibility to schedule and oversee the site survey of the District Right of Ways. Once the survey is completed, the same bid process is followed for the clearing of the District Right of Ways, the Board approval of a bid for clearing, with the approved bid being turned over to the Plant Superintendent to schedule and over see the clearing of the designated District Right of Ways. Prior to any clearing of any District Right of Way, a letter is sent out to all Woodridge Lake property owners whose lots are included in the area where the easement line clearing will be done.

Under discussion, Ray Turri noted that the site survey work has been completed, to date two bids for the remaining clearing work have been received and once the third bid is received, Ray Turri recommended that he would like to call a special meeting of the

District to review the bids, select a company, turn the bid over to the Plant Superintendent and give him the authorization to start up his clearing work which was scheduled for late July.

Discussed was the appeal letter from the Phillips which included a check for \$250.00. Noted by legal counsel was the legal authority of the District relative to the maintaining of the Sewer Utility Lines of the District owned Right of Ways and the provisions of the appeal process under section 1.16 of the Woodridge Lake Sewer District Rules and Regulations. It was noted that the same procedures were used for previous Right of Way clearing work. Lots that are subject to the District sewer easement encumbrance are conveyed by deeds which reference that encumbrance.

The Board discussed the correspondence from Ken Phillips to Chip Roraback seeking to appeal a determination by the Plant Superintendent regarding easement clearing on lot #735. The Board determined that no such determination had been made because the contract for work on that lot has not yet been awarded. Chip Roraback was asked to write to Mr. Phillips to return his \$250.00 check and to inform him that the District and the Authority will provide the Phillips with advance notice of the meeting at which the Board will consider easement work to be performed on lot 735.

For future reference it was recommended that the Office have on file a basic application appeal form which can be used for any type of appeal.

Retention of Legal Files of WLSD vs BESI, Inc File: The Legal Firm of Anderson, Reynolds & Lynch informed the District that the file had been closed for over 6 years and it was their intention to destroy the file unless the District wished to pick up the file to retain for the Districts' records. The decision was made by the Board to retain the file and Clerk Joan Lang would make arrangements to pickup the file.

There was no other business to come before said meeting. **A MOTION TO ADJOURN WAS MADE BY** Jim Mersfelder seconded by Bob Goldfeld. The meeting adjourned at 7:05 P.M.

Respectfully submitted,

WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY  
WOODRIDGE LAKE SEWER DISTRICT

Joan M. Lang, Secretary and Clerk respectively