

MINUTES FOR THE REGULAR JOINT MEETING OF THE WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY AND THE BOARD OF DIRECTORS OF THE WOODRIDGE LAKE SEWER DISTRICT TUESDAY, APRIL 14, 2020, AT 3:00 P.M. HELD REMOTELY THROUGH ZOOM VIDEO CONFERENCING

CALL TO ORDER: Raymond Turri, called the meeting to order at 3:04PM.

ATTENDANCE: Board members attending Alfred Shull, Jeff Clark, Richard Reis, James Mersfelder and Raymond Turri, also attending Tax Collector/Clerk Laurie Mosley and Plant Superintendent Mark Theriault.

EXCUSED: None

APPROVAL OF MINUTES: The minutes of the regular board meeting held March 10, 2020 and Special meeting minutes for March 18, 2020 were presented for approval.

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

REPORT FROM PLANT SUPERINTENDENT AKA CHIEF OPERATOR- MARK THERIAULT

- The guys have all been busy working around the plant and stations. Beds were repaired, the lawn has been raked and seeded, and the fence was repaired from limbs coming down on it. Out at the stations, station 6 was cleaned out and painted on the interior, the exterior will be done next.
- Mark put the plow and sander away for the summer. Both were washed and they were greased and oiled.
- Mark ordered the carbon filter for station 6. The filter shipped quickly and is at the shop, it will be installed this month. He will put it into service just before Memorial Day.
- The gearbox on the east clarifier stopped working. Joe and Mark removed the gearbox and found the gears inside were badly worn and some were gone. I sent it to Eastern for repair. (Eastern had to have some of the parts made last time we had this issue) The motor also burned out and Mark had Roy get him a new one. Mark has the motor but the gearbox is going to be a little while to repair. Eastern is working on getting Mark a quote and approximate time to repair. Mark commented that with the Covid-19 shut downs at area businesses, Eastern is having a tough time finding parts, so it may take a little longer to get the parts. At Pump Station 8, pump 2, had a damaging electrical surge due to a tree limb hitting the electrical lines, this in turn wrecked the pump. Eastern is estimating that rebuild will be around \$17,000. A new pump would cost over \$31,000. We also had a seal fail on pump 2, station 3. Eastern will have to pull that pump to fix, estimated at \$5,000.

A MOTION WAS MADE BY Jeff Clark seconded by Alfred Shull, to approve the rebuild of pump 2, station 8 at \$17,000, and Pump 2, Station 3 for no more than \$10,000. It is noted that these repairs are an emergency repair and need immediate repair. No discussion, **SO VOTED.**

- Eastern was here to do the biannual wet-well cleaning. Nothing out of the ordinary was found. Rock catchers are keeping lots of debris out of the pumps resulting in fewer costly repair issues.

FLOWS: The average daily flow for March was 114,000 gpd. And the total rainfall for March was 3.43 in. The average daily flow to date for April is 118,000 gpd and the total rainfall has been .50 in.

FLOWS- Jeff Clark discussed his flow charts. March was slightly above average rain fall. Our Fiscal ADF (mgd) is up to 0.92 with a forecasted fiscal year ending ADF of 0.095. Forecast still comes in well below the limit for the year.

MONTHLY FINANCIAL REPORTS:

Jeff Clark reported on the delinquent report. We have 28 taxpayers in arrears for a total of \$31,900.74 compared to last year's 25, \$17,277.52. Jeff noted that most of the remaining arrears totals are from taxpayers under the marshal, bankruptcy or foreclosure. Laurie reported that there are many Executive Orders being issued at the moment that will affect our collections. One is we cannot foreclose on any property. We can lien as usual to secure the tax amount owed.

Under Financial Reports, Jeff reported under the Operating Budget Revenues, the total for February was \$5323, \$14 under budget. Total revenue year to date is over budget by \$6626. Under Expenditures, we spent \$63,033, \$13,095 under budget. Year to date we are \$1,893 under budget. Under Debt services, we had none. Finances are still looking good. Under Capital, we finished paying for the CCTV project at \$1472, and had a \$28,672 payment for the Litchfield Interceptor monitoring project. Under Cash Flow, we are doing well.

A MOTION WAS MADE BY Jeff Clark seconded by Alfred Shull, to go into Executive Session at 3:25PM to discuss the Sewer Pipeline Project. No discussion, **SO VOTED.**

At 3:42PM **A MOTION WAS MADE BY** Alfred Shull, seconded by Jeff Clark to come out of Executive Session. No discussion, **SO VOTED.**

OPEN END ISSUES OF PREVIOUS MEETINGS IF ANY- Laurie reported she had looked into new email servers and websites in February however with the Covid-19 restrictions, executive orders and new policies have put that on the back burner for the present. Laurie commented she will look into it again once caught up with new issues.

NEW BUSINESS- Laurie reported that Governor Lamont has issued an Executive Order 7S- #6. It states the following:

Suspension and Modification of Tax Deadlines and Collection Efforts.

Notwithstanding any contrary provisions of Chapter 204 of the Connecticut General Statutes or of any special act, charter, home-rule ordinance, local ordinance or other local law, there shall be established two programs to offer support to eligible taxpayers, businesses, nonprofits, and residents who have been economically affected by the COVID-19 pandemic. Such programs shall be known as the "Deferment Program" and the "Low Interest Rate Program." Each municipality, as defined in section 7-148 of the general statutes, by determination of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, shall participate in one or both programs and shall notify the Secretary of the Office of Policy and Management no later than April 25, 2020, about which program or programs it is electing to participate in.

Deferment Program. During the period of March 10, 2020, the date that I declared the public health and civil preparedness emergency, through and including July 1, 2020, municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by COVID-19, and/or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Secretary of the Office of Policy and Management shall issue guidance as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the Deferment Program, but participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.

Low Interest Rate Program. For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.

Laurie explained the programs and recommended the case by case deferment program. We have only 28 delinquent taxpayers and could handle the case by case rather than giving across the board a low interest rate to all arrears accounts for 90 days. **A MOTION WAS MADE** BY Alfred Shull, seconded by Jeff Clark to adopt the Deferment Program for the Woodridge Lake Sewer District. No discussion, SO VOTED.

*******FOOTNOTE TO CHANGE IN THIS MOTION*******

On the night of this meeting Governor Lamont updated the Executive Order to state all Quasi-Municipal groups must follow what the Town in which they are wholly located in, vote on. In Goshen, they voted on the Low Interest Rate program, which we now by law must follow. See following amended order:

NOW, THEREFORE, I, NED LAMONT, Governor of the State of Connecticut, by virtue of the authority vested in me by the Constitution and the laws of the State of Connecticut, do hereby ORDER AND DIRECT:

- 1. Applicability of Executive Order No. 7S, Section 6 and Quasi-Municipal Corporations and Clarification of Time Periods.**

a. Application to Quasi-Municipal Corporations. The provisions of Executive Order No. 7S, Section 6 regarding tax deferral and interest-rate reduction programs to offer support to eligible taxpayers,

businesses, nonprofits and residents who have been economically affected by the COVID-19 pandemic shall apply to all taxes and water, sewer, or electric charges for which a municipality, as defined in section 7-148 of the general statutes, collects for all other quasi-municipal corporations, whether created by statute, ordinance, charter, or special act, including but not limited to any town, city or borough, whether consolidated or unconsolidated, any village, school, sewer, fire, lighting, special services or special taxing districts, beach or improvement association, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality having the power to make appropriations or to levy assessments or taxes (“quasi-municipal corporations”). Every quasi-municipal corporation which collects its own taxes or water, sewer, or electric charges and is located wholly within a municipality shall offer the same program or programs that the municipality offers, must accept the status of the taxpayer as determined by the municipality, and shall not be subject to the notification requirement to the Secretary of the Office of Policy and Management under Executive Order No. 7S Section 6. Every quasi-municipal corporation which collects any taxes or water, sewer, or electric charges and is located in multiple municipalities shall make its own determination as to which program or programs it shall elect, which may be either uniform for the whole quasi-municipality or be the same as those chosen by the respective forum municipalities, and shall provide the notice to the Secretary of the Office of Policy and Management as required for municipalities under Executive Order No. 7S Section 6. The provisions of Executive Order No. 7S, Section 6 regarding tax deferral and interest-rate reduction programs to offer support to eligible taxpayers, businesses, nonprofits and residents who have been economically affected by the COVID-19 Pandemic shall apply to benefit assessments under Connecticut General Statute Section 16a-40g.

b. Clarification of Time Periods. Because interest on past due taxes and water, sewer, or electric charges are calculated by the month, not by the day, and principal is typically due on the first of the month, not the tenth, the ninety (90) day periods referred to in Executive Order No. 7S, Section 6 are amended to three (3) months, and the references to due dates and delinquency dates on or prior to March 10 are amended to April 1.

Raymond Turri then reported that two other Executive orders were issued to for Towns to move forward with their annual meetings and budget adoptions. Because the state is in lockdown and cannot require municipalities to adopt an in-person voting for a budget or annual meeting, the following EO 7I #13 was issued, 7S#7 follows

Suspension of In-Person Budget Adoption Requirements for Municipalities. Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter or ordinance that conflicts with this order, the legislative body of a municipality or, in a municipality where the legislative body is a town meeting, the board of selectmen, shall authorize the budget-making authority within said municipality to adopt a budget for the July 1, 2020 — June 30, 2021 fiscal year and to set a mill rate sufficient, in addition to the other estimated yearly income of such town and in addition to such revenue surplus, if any, as may be appropriated, not only to pay the expenses of the municipality for said fiscal year, but also to absorb the revenue deficit of such town, if any, at the beginning of said fiscal year without holding votes required by charter or without complying with any in-person budget adoption requirements, including but not limited to, annual town meetings requiring votes, referendum, and special town meetings. In so acting, the budget-making authority of the municipality shall comply with public meeting requirements consistent with requirements set forth in Executive Order 7B and shall thereby take all reasonable steps to publicize the draft municipal budget for said fiscal year and to receive public comment thereon, including but not limited to publishing draft budgets on the website and providing an email address or other means for the public to submit timely comments on the proposed budget.

Allowance of Suspension of In-Person Voting Requirements for Critical and Time Sensitive Municipal Fiscal Deadlines. Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter, ordinance or resolution that conflicts with this order, the

legislative body of a municipality, or in a municipality where the legislative body is a town meeting other than a representative town meeting, the board of selectmen, and the budget-making authority of said municipality if different from the legislative body or board of selectmen, by majority vote of each such body, as applicable, may authorize (i) any supplemental, additional or special appropriations under Section 7-348 of the Connecticut General Statutes or comparable provisions of any special act, municipal charter or ordinance, (ii) any tax anticipation notes to be issued under Section 7-405a of the Connecticut General Statutes or comparable provisions of any special act, municipal charter or ordinance, or (iii) municipal general obligation bonds or notes to be issued in anticipation of such bonds to be issued pursuant to Chapter 109 of the Connecticut General Statutes for capital improvement purposes, without complying with any requirements for in-person approval by electors or taxpayers, including but not limited to, annual or special town meetings requiring votes or referenda. Notwithstanding the foregoing, if the legislative body and budget-making authority, if they are separate entities, are taking any action specified in (ii) or (iii) above, or any action under CO above, which involves an appropriation in an amount in excess of 1% of the current year's total municipal budget without complying with any in-person approval requirements normally required by statute, special act, municipal charter, ordinance or resolution, such body(ies) shall make specific findings that such actions are necessary to permit the orderly operation of the municipality and that there is a need to act immediately and during the duration of the public health and civil preparedness emergency in order to avoid endangering public health and welfare, prevent significant financial loss, or that action is otherwise necessary for the protection of persons and property within the municipality. In so acting, the legislative body and, if different from the legislative body, the budget-making authority of the municipality, shall comply with open meeting requirements set forth in Executive Order No. 7B. All conditions precedent to any such approval, including without limitation, public notices, hearings or presentations, shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in Executive Order 7B. Nothing in this order shall be construed to prohibit a municipality from conducting any in-person meeting, approval process, or referendum, provided such municipality first consults with local or state public health officials and conducts such meeting, approval process, or referendum in a way that significantly reduces the risk of transmission of COVID-19.

Because of these Executive Orders (EO) the Board will send out the proposed budget and letter to the taxpayers stating the requirements of this year's budget and new budget process. They will ask for feedback on the budget. Then on May 12, 2020 the Board will have a Special Budget meeting, following the regular scheduled Board meeting, to vote on the budget for 2020-2021.

SLATE OF OFFICERS FOR 2020-2021- The following is voted upon today due to the Executive Orders listed.

SLATE OF OFFICERS AND DIRECTORS OF THE WOODRIDGE LAKE SEWER DISTRICT 2020/2021

Nominated, all to serve a one (1) year term:

Raymond A. Turri, President
James L. Mersfelder, Vice President/Treasurer
Alfred L. Shull, Clerk
Jeff Clark, Director
Richard Reis, Director

**SLATE OF OFFICERS AND MEMBERS OF
THE WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY**

Nominated, to serve a three (3) year term:

Raymond A. Turri, Chairman	Term to expire April 2022
James L. Mersfelder, Vice Chairman	Term to expire April 2022
Alfred L. Shull, Secretary	Term to expire April 2023
Jeff Clark, Member	Term to expire April 2021
Richard Reis, Member	Term to expire April 2023

Alternates-

Vacancy	Term to expire April 2021
Vacancy	Term to expire April 2022

A MOTION WAS MADE BY Raymond Turri seconded by Alfred Shull to adopt the Slate of Officers as presented for 2020-2021. No discussion, **SO VOTED.**

A MOTION WAS MADE BY Richard Reis, seconded by Alfred Shull, to adjourn at 3:52PM. No discussion, **SO VOTED.**

Respectfully submitted,

Alfred L. Shull, Clerk

Laurie Mosley, Recording Clerk
WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
WOODRIDGE LAKE SEWER DISTRICT