

City of Derby
Water Pollution Control Authority
October 29, 2008
Special Meeting

Leo DiSorbo – Chairman
Carolyn Duhaime
Mark Nichols
Julia Romano
Anthony DeFala

Karen Getlein
Joseph Laskowski
Judith Szewczyk
Paul Varsanik Jr.
George Kurtyka

Meeting Called to Order at 6:30 p.m.

Roll Call:

Present: Leo DiSorbo
Karen Getlein
Joseph Laskowski
Julia Romano
Carolyn Duhaime
Mark Nichols
Judith Szewczyk

Also Present: Lindsay King WPCA Superintendent, Chris Wester and Tony DiSimone of Weston and Sampson, and Carol Navarro CPA.

Absent: Anthony DeFala
George Kurtyka
Paul Varsanik Jr.

Approve Minutes – Aug 25 2008

Motion to approve minutes by Mr. Nichols, second by Mrs. Duhaime. All in favor. Ms. Romano abstained.

Public Portion

No one spoke.

Public Portion closed.

Michaelina Sampieri (POA) – not present.

Four Brothers Car Wash – 709 New Haven Avenue, Derby Mr. Antonetti addressed the board. He is here tonight for the annual sewer use adjustment for the amount of water that does not go into the sewer system. He is requesting a 19.7% rebate. When newer studies are done, they will be introduced. *Motion by Ms. Duhaime with a second by Mr. Nichols to allow a 19.7% rebate of the sewer use fee, all in favor, motion carries..*

Domenic Paniccia – (Property mgr 31-37 Anson Street)

They gutted most of the building, took appliances, tubs and sinks. There are two water services coming into the building. There was no water used during this construction

period (5-6 months). The water company was billing them for water that was coming in. They asked the water company to come in. They found the second service coming in had a leak. The water came in one section of the basement. The water company granted a one time 50% water adjustment by the Regional Water Authority. Mr. Paniccia is asking for the same reduction. Denise verified with Karen from the water company an adjustment was given on 7800 cubic feet. Lindsay King will do an inspection of the property. *Motion by Mr. Nichols with a second by Ms. Romano to allow an adjustment on 7800 cubic feet (Jan through June) pending an inspection, all in favor, motion carries.*

Orange WPCA Payment – Mr. DiSorbo explained the amount of interest paid by Orange for their late payment as addendum F5 on page 7 of the agreement.

Two Mile Brook – update of TV inspection – Dennis Obie of Weston and Sampson viewed the video tape of the sewer line. Lindsay will be sending his crew out there to do the rest of the sewer shed. The money from Orange as put together by the bid package covers the ground water and I/I for the line of manholes, and pipe. The TV work is mostly done and will have ideas by next month's meeting. Chris Wester of Weston and Sampson said a bid will be put together as a phased in project as funding is available.

Bank authorization policy – discussion and possible action along with a Resolution and authorization for bank account signatures – discussion and possible action

Ms. Navarro stated the banks have been contacted regarding signature cards and we have found they need to be updated.

There needs to be a policy as changes arise.

Ms. Navarro drafted a cash management and check cashing policy for review.

Currently for check cashing the positions of the Treasurer and the Deputy Finance Director are on the cards. We are adding Denise's position in case someone is not available.

Also, added to the policy is that anyone handling cash should be bonded.

The expenditures are reviewed by Lindsay and Denise and the WPCA board will give the OK and will be forwarded to Finance for payment.

Ms. Getlein wants to ensure anyone reviewing the expenditure is also not signing the checks.

Ms. Navarro also recommends the Chair of WPCA to be added to the account as well, to protect WPCA.

Motion to approve the Cash Management and Check Cashing policy as presented with adding the Chair and the reviewer cannot also sign the checks by Ms. Duhaime with a second by Mr. Romano. Discussion: the check signer must be the top two names listed or one from the top and one from WPCA. Vote on the motion: In favor – one, Opposed: six. Motion fails.

Motion to keep signers with three: Treasurer, Deputy Finance Director and the WPCA Assistant, along with a requisition reviewer cannot also be a check signer, second by Mr. Nichols, all in favor, motion passes.

Ms. Navarro presented a list of all the bank accounts. The Bank of America was just voted on. The Naugatuck Savings Bank needs to be changed, because the WPCA Assistant is the only authorized signatory, Wachovia has only the WPCA Assistant, and Webster Bank has no authorized signers.

Per Corporation Counsel; the authorized signers on the account are the Treasurer, the Deputy Finance Director and the WPCA Assistant. It was suggested, but we will not be adding the WPCA Chair and the Superintendent.

Mr. DiSorbo also said there was discussion of consolidating the accounts. Ms. Navarro said Mr. McLiverty never got back to her on that. Mr. DiSorbo said he will follow up with Keith on this.

Ms. Navarro stated there was no policy for the CD accounts. It was suggested by the Treasurer the CD's at Webster and Wachovia be consolidated once a policy is adopted.

Ms. Navarro stated it is the WPCA Board that should have control over the CD's and decide where you want to invest the money, the term, length of time etc. It is the Chair along with the board members who make all the decisions related to the certificates of deposit, the dollar amount, rate, time and depository the want to use in order to get the best rate. The Chair will be the primary authorized signer of the CD along with the Assistant in order to facilitate the banking matters. Also, the Treasurer, the Deputy Finance Director and the Superintendent will be added to safeguard the control.

Ms. Romano said the way that it is written all of the board members should be authorized signers.

This will be eliminated.

The authorized signers will be the three listed under the Cash Management Policy (Treasurer, Deputy Finance Director and the WPCA Assistant) and adding the Chair and the Superintendent.

Motion by Ms. Getlein to approve the CD signatory policy with amendments to add the Treasurer, the Deputy Finance Director, the WPCA Assistant, the WPCA Chair and the WPCA Superintendent. Second by Mr. Nichols, all in favor.

PMC Biotech – letter of interest – discussion and possible action Lindsay said he visited the plant and it worked well. The question is – is it cost effective? The company is looking for a letter of interest. There is no financial obligation to us in producing this letter. The board reviewed the draft letter and questioned some of the items. Lindsay will get an amended letter from PMC. Motion by Ms. Szewczyk to table this item until next month, second by Ms. Getlein, all in favor, motion passes.

Roof leader issue – discussion and possible action Chris Wester addressed the board. Roof leaders add tons of water to be cleaned through the sewer system. The program would be to find a way acceptable to the public to remove their roof leaders and splash to ground. This can be a step wide program. Year one WPCA can offer to anyone who

proves they removed their roof leader from the ground a splash pad and \$100.00. The second year the \$100.00 goes away and it is still voluntary. But in year three it becomes mandatory to remove the leaders and a fine will be issued.

The money given out in year one is compensated by the money saved from not treating the excess water.

This item will be revisited next month.

Budget transfer - \$9,090.00 from working balance to insurance – This transfer is from the increased cost reimbursable to the City for property liability insurance, vehicle liability and umbrella liability which is equal to 6% of the total premium amount of the policy. *Motion to approve by Ms. Romano, second by Ms. Duhaime, all in favor, motion passes.*

65 Bank Street connection – discussion Lindsay said years ago he identified a number of houses that were discharging into the storm drains. He sent letters ordering them to connect to the sewer. This homeowner excavated a portion of the yard; the pipe appeared to be going into a structure of the catch basin. It was dug up by Public Works, work was done, and the line got broken and became our responsibility. The bill will be paid by Public Works.

Executive session if necessary

Adjournment

Motion to adjourn at 8:00 p.m. by Ms. Getlein, second by Ms. Duhaime.

*****These minutes are subject to the approval of the W.P.C.A at their next regularly scheduled meeting.**