



WATER POLLUTION CONTROL AUTHORITY

The City of Ansonia
253 Main Street
Ansonia, Connecticut 06401
(203) 736-5908

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Regular Meeting

May 4, 2016

Present: Nunzio Parente, Chairman
Carmine Durante
Ken Plavnicky
Charles Stowe, 1st Ward Alderman
Robert Turschmann

Absent: Andrew Geruntho
William Nimons

Others in Attendance: Rita St. Jacques
Richard Bshara
Brian Capozzi
Stan Gorzelany
Tammy Blackwell
Randy Carroll, 1st Ward Alderman

The Regular Meeting of the Ansonia Water Pollution Control Authority was called to order at 7:00 p.m. by Chairman Parente.

All present rose and pledged Allegiance to the Flag.

The secretary called the roll. There was a quorum present.

DISCLAIMER: The minutes of the WPCA provided by the Secretary are not verbatim and are the best effort of the Secretary to capture all of the conversations taking place during the meeting.

WPCA050416

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Approval of Minutes

Mr. Plavnicky made a motion to accept as written and place on file the minutes of the Regular Meeting held April 6, 2016. Mr. Durante seconded. All in favor so carried.

Mr. Durante made a motion to accept as written and place on file the minutes of the Public Hearing held April 6, 2016. Mr. Plavnicky seconded. All in favor, so carried.

Public Session

Chairman Parente asked if there was anyone from the public who wished to address the Commission.

Stan Gorzelany
4 Laurelwood Drive
Shelton, CT 06484

Mr. Gorzelany said he is working as a consultant for the City of Ansonia in the Tax Office. He said he previously worked in the Tax Office in 2012 and at that time he wrote a Policy Manual. He worked as a Tax Collector for 19 years in Fairfield and has worked in Ansonia, Shelton and other towns in CT as a consultant.

Mr. Gorzelany said he was asked to look at the operations of the Tax Office and the collections of the Tax Office and WPCA. He made recommendations for the Tax Office and WPCA regarding collections. He met with Chairman Parente and Brian Capozzi and made suggestions on collections including sewer liens and the tax office lien sale in June 2016. The lien sale has been postponed to August or September so there is still time to consider participating in this sale.

Mr. Gorzelany said he did see the memo suggesting two properties with sewer use liens to be included in the tax sale. One was Ansonia Copper & Brass which the City of Ansonia has an agreement with and they are not including them in the lien sale.

Mr. Gorzelany said Cooks Industrial Park is not included in the sale either. He said the sale should include all sewer liens in the sale so as not to detract from the real estate part of the sale. He said they do not do only one or two. It is all or none.

Mr. Gorzelany explained to the Commissioners how a lien sale is done. He said it is an enforcement tool offering a package of liens for sale to eligible bidders. They advertise the package putting together a list of bidders from other communities and invite them to bid on the package. The minimum requirement is 100% of taxes due and the interest due the date of the sale. Requirement in the contract is they purchase all of the future liens on these properties. If they fail the City comes first and the City retains the property. The City will get the money upfront. He said most companies bidding are in the refinancing business and they offer refinancing to these people. The interest rate may be higher but not lower than 18%.

Mr. Durante said Mr. Gorzelany met with Chairman Parente and Supt. Capozzi but Rita handles most of the collections for WPCA. He asked Mr. Gorzelany if she was invited to the meeting.

Mr. Gorzelany said no she was not.

Mr. Durante said WPCA percentage of collection was 78% and that seems pretty good.

Mr. Gorzelany said that Fairfield is 96%, Shelton is 98% and Derby is 92%.

There was discussion on Derby's billing that was split and their collection rate went down. Ms. St. Jacques said if Ansonia Copper & Brass paid WPCA the \$144,000 that is owed, WPCA collection rate would be higher. She said that Ansonia has two sewer bills that are collected and that drops down the collection rate. Mr. Gorzelany said these are the same people the tax office is collecting from and their rate is 97.7%.

The discussion continued on the rate of collection in the tax office and the WPCA. Chairman Parente noted the Tax Office bills are in the thousands while the sewer use bills are in the hundreds and that the real estate tax bills are paid through the bank with the mortgage. Sewer Use is not paid with the mortgage. Chairman Parente said he is not going to sell a lien for \$500 to \$600.

Mr. Gorzelany said you have to be the squeaky wheel. He has had great success in contacting the banks. He suggested WPCA prepare a letter to the banks and tell them liens have been prepared for these properties. They will probably pay.

Ms. St. Jacques said that she has a letter that she sends to the banks. When the change comes through she will send out a letter that there are liens on the property. She stated that she doesn't get the information when a property changes ownership.

Mr. Gorzelany said he had success in Fairfield when they were going to include the sewer liens in the real estate tax lien sale packages.

Mr. Turschmann asked Mr. Gorzelany to stop comparing Ansonia to Fairfield and Shelton as Ansonia and its economy is like neither of them.

Ms. St. Jacques asked Mr. Gorzelany why he was in the WPCA system looking at the past due accounts.

Mr. Gorzelany said the Administration, Sheila O'Malley and John Marini asked him to do it. That was his assignment to come here and help.

Mr. Bshara asked what the time line is if WPCA were to do the lien sale.

Mr. Gorzelany said now to mid-July. He said there is time for WPCA to think it over and decide if they want to be included.

Mr. Stowe said he asked that question and was told there is no time, we had to make up our minds. He said he thinks the WPCA does a lot better at collecting than the Tax Office. The issue is WPCA knows the people. There are a lot of older residents struggling to pay their bills. He said he believes Ms. St. Jacques deserves an opportunity to take your advice and do it on her own.

Discussion on interest rates on 30 year loans and 15 year loans and the extension of loans at 5% and 6%.

Mr. Durante said three years ago it was worse but there has been a tremendous dent in our collections. Mr. Durante said Ms. St. Jacques works hard at it and the collection is steadily climbing. Ms. St. Jacques puts a lot of effort into collection and is doing an excellent job. Let her think about the tax lien sale.

Chairman Parente thanked Mr. Gorzelany and stated WPCA appreciates his looking at collections and tax sales.

Mr. Gorzelany thanked WPCA for their time.

Chairman Parente asked three (3) times if there was anyone from the public who wished to address the Commission. There being no one, he closed the public session at 7:25 p.m.

Sewer Administrator's Report (copy on file in the Town Clerk's office)

Rita St. Jacques, Sewer Administrator was present.

Ms. St. Jacques reviewed her report with the Commissioners. She explained she received an e-mail from William Brakeley, Ferguson Waterworks offering services to WPCA. She suggested the Commissioners read it and see what he is offering.

There was a discussion on the e-mail WPCA received from Mr. Brakeley.

Ms. St. Jacques stated the Expenditure Report is in the packet. She will be asking for a transfer of funds in the postage and printing line items. She said the bills have to be printed and a mailing is going out. There are bills being mailed the last week in May and the lien notices will be mailed also.

Chairman Parente said we will transfer money from the Printing line to the Postage line.

Mr. Bshara said WPCA needs funds in the printing line for the Sewer bills.

Ms. St. Jacques requested \$800 to transfer from Printing to Postage.

Mr. Parente said to transfer \$1000 from Billing to Postage.

Ms. St. Jacques said that she doesn't know the amount of money for the bill run.

Chairman Parente said the Plant will transfer the \$1000. The Plant needs \$400 and WPCA needs \$600.

Ms. St. Jacques said the Due to Due From report is included in the packet.

Mr. Durante asked about the increase of \$100 for Admin. Allocation.

Ms. St. Jacques explained the funds are paid by WPCA to City of Ansonia. WPCA pays the City for the services they provide to them.

There was discussion on the Admin. Allocation charge and what it is and what it covers. Mr. Bshara stated the City was undercharging WPCA. He said \$31,000 was paid to date and there is \$6440 left. He said he will look into what happened and what part WPCA is paying for. He said there is a miscalculation and they are trying to make up the cost but he will verify the figures. The line states there is \$37,440 that comes to the City of Ansonia. He will confirm the figures.

Ms. St. Jacques stated Tracy DeLibero will be receiving medical benefits as of this month. She will be on the bill next month.

Ms. St. Jacques noted the bank balance report is included in the information and is self-explanatory. Marshall Davies collection report shows \$27,288 was collected in April. The amount is down from last year for April but the overall collection rate is up from last year. She said Marshall Davies sent a letter regarding tax auctions and contacting the banks. She asked the commissioners to advise her as to how they want to handle this.

Mr. Durante said the Chair asked for the top 10 list.

Ms. St. Jacques said that Marshall Davies asked her for the list and she asked him to wait a week because she wanted to give him a new updated list which was not complete.

Chairman Parente asked what is meant by the \$10,000.

Ms. St. Jacques said it means anyone owing more than \$10,000 would be in the group for tax sale or auction. She said Marshall Davies goes out to bid at what is owed by the property owner. Someone buys the property for what the homeowner owes. The homeowner has six months to redeem the property from the person who bought it. WPCA gets paid their money immediately. The sale begins with what is owed.

Mr. Bshara said you don't have to go to court with this type of sale.

Ms. St. Jacques said they assume all costs. She asked if the Commissioners would like to move forward with this type of auction/sale.

Mr. Stowe said he would like to see the list of properties that would be included in this sale.

Ms. St. Jacques said definitely. She will have the list next week.

There was an informational letter received from DEEP.

Ms. St. Jacques said the liens are done and will be mailed out next week. The Bills will be ready for a June 1st mailing and Tracey DeLibero finished her probation and is doing fine.

Ms. St. Jacques said they are sending out delinquent notices this week.

Mr. Durante made a motion to accept Ms. St. Jacques' report as presented. Mr. Plavnicky seconded. All in favor, so carried.

New Business

Ansonia – Derby Agreement & Derby Fee Schedule

There was discussion on the agreement that Ansonia and Derby have with regard to the collection of the sewer use fees. Mr. Turschmann said that Ansonia is not receiving the collections in a timely manner and Derby is not living up to the agreement.

Mr. Bshara stated he has requested from Derby WPCA a list of what is outstanding. He said Birmingham Health has been collected by Ansonia. He said Ms. St. Jacques is verifying our records.

Chairman Parente said WPCA should send a letter that Ansonia is interested in taking back the billing for the Derby accounts.

Mr. Bshara said he sent an e-mail to Derby stating we were interesting in taking back the billing. He asked them to send us a list.

Chairman Parente said to send a letter that Ansonia WPCA is interested in doing the billing. He said to ask them how much money they owe us and what the outstanding balance is and ask them how they would like to resolve it with Ansonia WPCA.

Ms. St. Jacques said she is compiling delinquent bills and they will be sent to Marci McGuire, Derby WPCA with the letter.

Mr. Stowe said he would rather have a formal letter rather than an E-mail.

Mr. Bshara said of the past due list over \$50,000 was listed as Birmingham Health. The Derby WPCA balance is \$9000. He explained the billing process with Derby/Ansonia. He said we send bills, they bill people. They pay us 90%. There are other issues that go with this. Derby

doesn't give us interest and they don't pay us in a timely manner. He said maybe Ansonia should consider a re-writing of the contract.

There was discussion on reoccurring liens being put on properties that owe past due sewer use fees in Derby.

There was discussion on Mr. Gorzelany's statement that WPCA collection is at 78%. Tax Collectors make collection rates close to 100% - they are Tax Collectors. Mr. Bshara stated that we will not be able to collect all of the past due accounts in this year's budget because the 18% interest is in the budget as revenue collected.

Chairman Parente asked what Mr. Bshara's recommendation is.

Mr. Bshara said that he would like Ansonia WPCA to bill directly. He will send a letter that the Agreement is 20 years old and he will set up a meeting with Ansonia WPCA and Derby WPCA to discuss the re-writing of the agreement.

Mr. Stowe made a motion to send a letter to Derby to set up a meeting to discuss the agreement and the billing process because the agreement is old and needs to be reviewed.

No second.

Ms. St. Jacques said that she doesn't receive Derby's property updates.

Mr. Stowe withdrew his motion.

Mr. Turschmann made a motion to request Mr. Bshara send a letter to the Derby WPCA requesting a sit down to discuss the money owed to Ansonia, the Ansonia Derby Agreement and Ansonia billing Derby's residents directly. Mr. Stowe seconded. All in favor, so carried.

Ms. St. Jacques stated on the Project bills she is sending the past due Derby delinquent account to the Marshall.

Discussion on pre-payment for loan/project

Mr. Stowe made a motion to table discussion on pre-payment for the project loan. Mr. Turschmann seconded. All in favor, so carried.

Brochure

Mr. Plavnicky gave everyone a copy of the Brochure that he, Mr. Capozzi and Ms. St. Jacques have been working on. The Brochure states what you can flush and what you cannot flush. He suggested that it be put in with the June bills.

Ms. St. Jacques said that she will contact Ever Ready Press on the printing of the brochures. She said she will need 6,000.

There was discussion on the cost of printing the brochures. Ms. St. Jacques said the June 1st billing is for the Project. The brochures should be put together and we should wait to mail them out with the usage bill in September. That will give us time to find out the cost for printing and folding the brochures. We would need them August 1st.

Mr. Stowe made a motion to send the brochures out with the Sewer Usage fee bill in September. Mr. Turschmann seconded. All in favor, so carried.

Ms. St. Jacques stated she will call Ever Ready Press to get a price for printing and folding the brochures.

There was discussion on getting prices for the printing and folding of the brochures from other vendors. Chairman Parente said there is Arrow Printers and Ever Ready Press in Ansonia and there are other printers available. Ms. St. Jacques stated she feels WPCA should keep the business in Ansonia. Ever Ready Press has always done a good job for her. Chairman Parente stated for the record that he doesn't have a problem with either one of the printers but he feels prices should be solicited from other vendors also. Chairman Parente said that both Ansonia printers will do a good job on the brochure.

Old Business

Payment of Bills

Ms. St. Jacques said that the secretary did not charge for the public hearing and she should have been paid.

The Commissioners agreed that the public hearing should be paid.

Mr. Durante asked if the Platt Street bill has been paid.

Chairman Parente said that it has not been paid and there will be a discussion later in the meeting as to the status of this account.

Transfers

Mr. Durante made a motion to transfer \$1,000 from Office Printing to Postage. Mr. Turschmann seconded. All in favor, so carried.

Mr. Durante made a motion to transfer \$1,000 from Plant Supplies to Postage. \$400 of the \$1,000 transfer to B. Capozzi and \$600 of the \$1,000 transfer to Ms. St. Jacques. Mr. Turschmann seconded. All in favor, so carried.

Mr. Durante made a motion to transfer \$400 from Waste Disposal to Board Secretary. Mr. Plavnicky seconded. All in favor, so carried.

Chairman Parente said by the June meeting he will have a list of transfers for Mr. Bshara. He said some to other departments and some to the Capital Improvement Dept. He will try to get the list to Mr. Bshara ahead of time.

12 West Brookside Ave. – Possible damage to driveway

Supt. Capozzi said that they are not pursuing anything at this time. He said it can be removed from the agenda.

Unfinished Business

108 Platt Street

There was discussion on the money that is owed to WPCA by the homeowner of 108 Platt St. and the money that WPCA owes the homeowner for sewer backup cleaning. Supt. Capozzi asked if it is possible to split the payment into two payments. They will pay the WPCA and when the final bill is received and they are paid in full with WPCA, they will receive their payment. Chairman Parente said they owe WPCA \$2,000 and when Supt. Capozzi receives the final bill he can check with Ms. St. Jacques to verify if they have paid their bill. If they have paid their bill with WPCA then they will be paid. If they have not paid their bill with WPCA we will subtract what they owe us and give the check to Ms. St. Jacques to pay their bill.

Mr. Durante said they were told they needed to install a check valve and they haven't done that. It should not be WPCA's responsibility if another backup happens.

Discussion on the number of backups that have occurred at 108 Platt St. from 2009 and 2011. The homeowner was told at that time they had to put in a check valve. Chairman Parente said we have to have the written documents. There should be a place for the written documents and Ms. St. Jacques needs to have the proof. Mr. Durante said we should inspect it and send a letter that they need a check valve.

Ms. St. Jacques explained in the past PWD and WPCA would go out together and determine what the problem was. Mr. Maffeo would check the problem and PWD at the time would install the check valve. In the past a fax would come into WPCA from PWD with a "back up report". Ms. St. Jacques stated she has a notebook up to 2011 with all of these reports. PWD secretary would send WPCA the sewer backup fax.

There was discussion on the notebook and whether it is up to date. Supt. Capozzi said he has a file up to two years ago. Chairman Parente said the process is "broken". He said WPCA has to get a process and procedure in place so there is a place for all of the sewer back up information. He said there should be a Report form filled out and sent to Ms. St. Jacques.

Mr. Durante said if we share the responsibility Supt. Capozzi should go out on the calls. There should be asbuilts and reports on all of the backups.

Supt. Capozzi said he doesn't get asbuilts.

Mr. Stowe said there should be applications and someone should go out and inspect and they should have reports.

Supt. Capozzi said he was receiving them for a year and he has them but after Mr. D'Alessio he stopped receiving them.

Chairman Parente said there should be a meeting with Supt. Capozzi and Supt. D'Alessio on the process and procedure to follow. He said he doesn't know if they put together the process or not. He discussed the back up on Beechwood Ave. and what happened. The homeowner stated PWD told her that the WPCA is responsible and would fix it. Ms. O'Malley was involved and we requested three estimates. Supt. Capozzi and Chairman Parente went to see the homeowner regarding the three estimates from contractors. The homeowner would not let the contractor in the house. The estimates received from the homeowner were \$13,400 and \$12,800. WPCA has to get something in place.

Mr. Stowe said WPCA needs to hire an attorney and get an interpretation of the Charter. Now the Charter states it is PWD responsibility. WPCA should have their own attorney. We can't have someone in WPCA or PWD handle this.

Mr. Durante stated he agrees with Mr. Stowe.

Chairman Parente advised Mr. Plavnicky that Ms. St. Jacques need to get the reports on sewer backups.

Discussion on the process and procedure policy and getting something down in writing and in place. Mr. Bshara agreed stating he would like to be involved with the process and procedure policy. He said if there is a backup at XXXX St. and an installation of a check valve, a certified letter should be put into the land records so it is traceable.

Superintendent's Report (copy on file in the Town Clerk's office)

Supt. Brian Capozzi was present.

Supt. Capozzi reviewed his report with the Commissioners. The alarm for Sunset Station went in and Jason St. Jacques went over and replaced the float ball. The overtime was 3.75 hours. The average trucks per week in April was 8. The average flow for April was 1.80 million gallons a day. He said he still has not received the invoice for the second half work at 108 Platt St.

Supt. Capozzi said he is ready to send out the F.O.G. letters. The program will begin in June and he needs \$400 for the mailing. He said the truck has been send out to get the crane body installed. It should be back in about two weeks. The mixer in the storage tank is on hold because they can't get in there to empty the tank and remove the rags.

Supt. Capozzi said he has had meetings with Synagro regarding the incinerator issues. He explained there are issues throughout the State and Naugatuck is still waiting for EPCA approval to reopen. He is trying to balance the waste rate and still keep the "bugs" happy producing effluent to meet the regulations. He is hoping they can get new tanks.

Supt. Capozzi discussed the roofs at the plant. He said Garland Company came out to inspect them. The roofs look good but we have to remove the material on them. If we do it ourselves it would cost about \$5000 for the material and Garland Company would supervise the job, they will power wash it and roll the material on top of the cement roof.

Supt. Capozzi discussed the UPS system that went down. He said they replaced it with the spare that was purchased last year. They were able to take care of the sludge in time so there was no problem.

Supt. Capozzi said he would like to see the Flyer that is being sent out to the homeowners regarding what to flush and not flush be posted on Ansonia's Facebook page. He said that Ms. Zawisza will post it.

Supt. Capozzi discussed the UV lights. He said he notified DEEP and they are OK with the set up until new lights can be installed. The company no longer makes the system we have as it is an old system. He said they are looking into integrating another system with another company that will read the dosage also. The cost should be about \$4,000 for another unit.

Supt. Capozzi stated they completed their first AGRU inspection. It went well and the restaurant owner understood what WPCA is looking for. He said WPCA will continue to see positive feedback from the restaurants that are in compliance.

Mr. Durante asked if there was anyone in Derby inspecting the restaurants.

Supt. Capozzi said no.

Ms. St. Jacques said Kentucky Fried Chicken is the only business in Derby. She said Ansonia bills them and the Mobil Gas Station.

Supt. Capozzi said KFC has a tank that is OK.

Supt. Capozzi explained the issue at Sheasby Road pump station. The pump station that the homeowner is driving over services that home and the home of his neighbor. DEEP went up there and instructed the homeowner to remove the stuff in the way of the pump station. Tomorrow the blocks will be put back there to protect the pump station.

Supt. Capozzi said WPCA has received the Lowe's Credit Card. It is tax exempt.

Ms. St. Jacques stated that the information received from the Zoning/Building Dept. they received from her office. She said that most of the time she has the information in her file and she works with them to help them get the correct information on properties.

A copy of his report is attached to the minutes.

Mr. Durante made a motion to accept Supt. Capozzi's report. Mr. Plavnicky seconded. All in favor, so carried.

Financial Report

Mr. Richard Bshara was present.

Mr. Bshara explained the revenue for WPCA stating he would rather have the 18% interest. State Statute stated if WPCA has a surplus it has to be rolled into the next year rate. He explained page 3 of the Revenue Report.

There was discussion on the collection and expenses for the Sewer Use bills. The budget for the Sewer Project is not in the sewer use numbers.

Mr. Bshara said he will do the transfers for the Board. He will also write Derby a letter as discussed. He said that the City of Ansonia is in the process of negotiating the electric usage. He invited WPCA to the meeting scheduled with them for Wednesday.

Chairman Parente said he is working Wednesday and cannot attend. He said he started discussions on the electric bills with Chris Tymniak and Mr. Tymniak left the City. He said he spoke to Ms. O'Malley and Mayor Cassetti to request they have Mr. Dziekan look into the electric rates. He said he is waiting for a response from Mr. Dziekan.

Mr. Stowe said that all of the Board should be involved.

Mr. Bshara said there is no one person responsible for getting electric rates, etc. There will be a savings to the City of Ansonia, WPCA and the Board of Education.

Mr. Bshara said they are reviewing all circuits and pump stations with phone lines. Michael Eheman is reviewing the circuits and dialers and all circuits will be replaced with phone lines. The circuits cost \$70 a circuit and the phone lines are \$12.

Mr. Bshara said he is working on the budget to get it ready so they can set the rate by July. He said he needs the WPCA budget to finalize everything.

Ms. St. Jacques said there was a \$4700 bill for the Regional Water Authority for the data and it has been paid.

Chairman Parente said WPCA should contact the Regional Water Authority to negotiate the rate for this bill.

Mr. Stowe made a motion to accept Mr. Bshara's report as presented this evening. Mr. Durante seconded. All in favor, so carried.

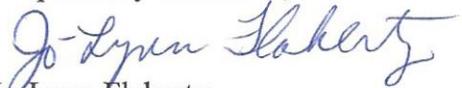
June Meeting

The June Regular meeting will be held on Wednesday, June 1, 2016 at 7:00 p.m.

Adjourn

Mr. Stowe made a motion to adjourn the meeting at 9:10 p.m. Mr. Turschmann seconded. All in favor, the motion carried.

Respectfully submitted,


Jo-Lynn Flaherty
Secretary