

**TOWN OF EAST HAMPTON
WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
February 4, 2020**

APPROVED MINUTES

The Meeting of the Town of East Hampton Water Pollution Control Authority was held at the Colchester - East Hampton Waste Water Treatment Plant Meeting Room on Tuesday, February 4, 2020 at 6:00 P.M.

Present: Mark Barmasse, John Suprono, Anthony DeSimone, Mike Filanda, Kerry Comisky (6:12), David Terry and Peter Villa

Not Present:

Other Attendee(s) Scott Clayton, Public Utilities Administrator and Ben Gilmore, Superintendent Joint Facilities

1. Call to Order

Chairman Barmasse called the regular meeting to order at 6:05 p.m.

2. Approval of Minutes

A. Regular Meeting of December 3, 2019

Mr. Terry made a motion to approve minutes as presented, seconded by Mr. DeSimone. **Vote 5-0, 1 abstained. Motion Passed.**

3. Public Remarks-None

4. Review of Correspondence-None

5. Committee Reports

A. Joint Facilities

Mr. Clayton reported on the 20/21 Joint Facilities budget proposal. The proposed budget includes a 3.5% increase which is primarily from the increased cost for sludge disposal and the buildup for funds for the development of the MAPS force main project.

The board also approved the replacement and purchase of the Grit Classifier.

Kerry Comisky arrived at 6:12

B. Operations, Management & Budget Committee

1) Budget Status FY 2019/20

Mr. Clayton reviewed the WPCA expense report. Item# 5430 is overspent from wet wells cleaning and replacement pumps. Mr. Clayton is recommending holding off on the ARC Flash study (item#5330) for the pumps station. All electrical work is currently outsourced and not done by WPCA/JF personal. Mr. Barmasse asked if as an Arch Flash Program, would the electrical cabinets need to have the identified signage to be compliant? Mr. Clayton will follow up with the OSHA representative with requirements and recommendations.

WPCA Revenue is reporting at 93.18% collected.

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Mr. Barmasse reviewed the requested sewer collection revenue from 17/18 and 18/19. The percentages showed as 97.8% and 101.9% respectfully. Comparing to the current collection at 93.18%, the probability of the lower percentage is the result of the 19/20 rate increase.

The water revenue collections for Town Center (TCWS) and Royal Oaks (ROWS) are still running behind at 35.5% and 38.3% respectively. Shutoff notices have been sent to approx. 10 customers for back payments.

Expenditures for both TCWS and ROWS are over budget under #5330 for PAS testing and #5430 for carbon and green sand filters.

Memorial school carbon filters have been tested and approved by the State and are now online. *Copies distributed and made part of these minutes.*

C. Public Water Systems

1) Village Center Water System Operations

System is working fine. Mr. Gilmore reported that the well pumps need to be looked at and the last Greensand filter on far right needs to be replaced for the upcoming budget. Also, the air stripper on well 1 needs to be looked at for the VOC's

Mr. Terry asked if ground water quality samples were pulled before the stripper to see if the levels have dropped. With the carbon and the stripper if the levels are good it could elevate the air stripper.

2) Royal Oaks Water System Operations

A pipe leak was detected when the well pump wasn't shutting off. The Greensand filters needs to be done on the two left filters. One vessel (\$1400) will also need to be replaced. Both filters (\$3,200 each) will be done at the end of June with the cost to be split between June and July.

3) Hampton Woods Water System

Nothing to Report

4) Municipal Water System Update

Mr. Clayton attended a Meeting with DPH, DPC (engineering firm), the Town Manager and the Town Council chairman to create questions for water company on what their plans are. At the request of the TC chairman, Mr. Clayton confirmed that the diversion permit is still valid at Oakum Dock.

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D. Sewer Development

1) Skyline Estates

The property developer is looking for the board's acceptance of Phase II and Phase III as well as looking to continue on Phase 1B. Phase 1B will require a new developers' agreement given the original has expired. Mr. Clayton is currently waiting on the inspection reports from CLA engineering. He hopes to have the reports along with the bond reduction amounts and inspection fees for the March 3rd meeting.

6. Old Business, Discussion/Action

A. Pump Stations Progress (N. Main)

The generator project is completed with the exception of grass which will be done in the spring.

B. Pine Trail Force Main

The project has been tabled to the fall due to wetlands.

C. Meeting with Town Council

The Town Council has agreed to hold off on adding the WPCA Board to their agenda until WPCA and Joint Facilities budgets are done. The WPCA Board would like an agenda request from Town Council on what items they're looking to address at the meeting.

7. Capital Planning

A. Billing options

The available cash reserves have been confirmed to support 2x per year sewer use billing. The WPCA must have an acceptable fund balance to cover the cash flow for billing and operations. Mr. Clayton will check the bylaws and rules and regulations for the sewer payment billing requirements.

8. New Business, Discussion/Action

A. WPCA Budget presentation F/Y 20/21

Mr. Clayton presented the proposed 2020/21 WPCA Budget for review and discussion. The following items were discussed at length by the members: This year's budget of \$1,776,483.18 reflects a proposed increase in expenses of \$115,402.99 or 6.5% over last year.

As in the past this year's budget is derived by flow received at the plant. East Hampton's annual contribution to the Joint Facilities has been determined to be \$1,142,059.00. This represents a (6.5%) increase over last year.

The Capital budget has the inclusion of the North Maple LS force main replacement of \$130,000.00.

Mr. Clayton discussed the significant line item increases and reductions.

- Pension (#5230) +183.6 % \$8,512.00 for new PUA (previously Joint Fac)
- DC Plan (#5235) -100% (\$8,000) elimination of previous PUA.
- Prof/Tech (5330) will remain the same with funds being allocated from Arch Flash to CMOM.
- Res. For Cap & NR (#5980) +30% \$16,478
- Interfund Serv. Charge (#5899) +6.9% \$74,166 higher contributions to fund the Joint Facilities

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The WPCA Revenue was reviewed and discussed. Specific items included

- Confirmation was determined of funds available for 2x billing.
- Reserves for 20/21 Capital items; Pine Trail force main and North Maple force main.

Final recommendation for revenue will be presented at the September 1, 2020 meeting; after the close of the fiscal year. Any changes or correction for the 20/21 budget will be made at the March 3rd 2020. meeting. *Copies were distributed and made part of these minutes.*

Addition items were discussed and tabled for a later date.

- Sump pumps connected to sewer system
- Grinder Pump repairs and replacement cost
- Possible customer flyer: FAQ's, Flushable info, sump pumps etc.

9. Executive Session

A. A motion was made by Mr. Desimone, seconded by Mr. Suprono to enter Executive Session at 8:16pm. Mr. Clayton and Mr. Gilmore were invited into the session. Voted (7-0)
Executive Session ended at 8:21pm

10. Adjournment

Mr. DeSimone made a motion to adjourn, seconded by Mr. Suprono and approved. **Vote: 7-0;**
The meeting was adjourned at 8:21 p.m.

Respectfully submitted,
Linda B. Connors
Recording Secretary

Minutes approved by a vote of 6-0 of the East Hampton Water Pollution Control Authority on March 3rd 2020.