

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MONTHLY MEETING
TUESDAY, JULY 13, 2010**

MEMBERS PRESENT: Steven N. Wawruck, Jr., Jeffrey Ives, Denise Balboni, Gary Laurito, and John McSweegan

MEMBERS ABSENT: Joseph Calsetta, Kevin Brace, and Dennis DeMaine
Dana Steele, Town Engineer, Ex Officio

ALSO PRESENT: Scott C. Lappen, Director of Public Works, Ex Officio
Gary Kuczarski, Superintendent
Heather Kane, Recording Secretary

CALL TO ORDER: Steven N. Wawruck, Jr. called the meeting to order at 6:02 p.m.

MINUTES: Gary Laurito made a motion: **TO APPROVE THE MINUTES FROM THE JUNE 8, 2010 REGULAR MONTHLY MEETING** - Seconded by Denise Balboni. Without further discussion, the motion to approve the minutes passed 4 – 0, with one abstention for John McSweegan.

PUBLIC INPUT: Mr. Armando Matias from 15 Hunters Ridge in Windsor, CT attended the meeting on behalf of his parents Antonio and Maria Matias, who have owned 19 Fox Hollow Drive in Windsor Locks since 1988. Mr. and Mrs. Antonio Matias live on the rental income they receive from 19 Fox Hollow Drive since they are both retired. Mr. Armando Matias manages the property for his parents. Mr. Matias is looking for assistance in lowering the current sewer user bill of \$615.60. The sewer bill for 19 Fox Hollow Drive typically has been around \$120 - \$140 a year in the past. The following was shared during the meeting:

- 1) The tenant that was living at 19 Fox Hollow Drive was evicted on 05/14/10.
- 2) The tenant never contacted Mr. Matias in regards to a toilet that was running for probably a year. The problem was not detected until about three weeks after the tenant was evicted. It has since been fixed.
- 3) According to their lease agreement, the tenant is responsible for the water company bill and the sewer bill. The quarterly water bill was directly mailed to the tenant. As far as Mr. Matias knows, the water bill is not delinquent.
- 4) Mr. and Mrs. Matias have not received any rental income over the last few months while repair work has been occurring at the property.
- 5) There are no legal actions currently active against the tenant. Mr. and Mrs. Matias were informed by legal council that the eviction process could take 12-18 months in cases where the owner tries to reclaim any of the damage done by the tenant. During the length of the legal process, Mr. and Mrs. Matias would not receive any rent. Mr. and Mrs. Matias chose to pursue getting just their property back through court. Therefore, the eviction process took just two months. There is not an option for any future claims or legal action. Therefore, the tenant cannot be sued to pay the sewer bill.

The Authority requested that Mr. Matias fill out a formal appeal form and that a copy of the Sewer User Bill is attached to the completed form. The Authority will vote on the appeal during next month's meeting. The Authority thanked Mr. Matias for coming in and, in turn, Mr. Matias thanked the Authority for listening to his request. Mr. Matias then left the meeting.

FINANCIAL REPORTS:

- a. **June 2010 Cash Reports:**
- b. **Quarterly Financial Reports:**

Gary Laurito made a motion: **TO ACCEPT THE CASH REPORTS, THE QUARTERLY FINANCIAL REPORTS, AND THE CD INVESTMENT REPORTS AS PRESENTED**– Seconded by John McSweegan. Gary Laurito and Denise Balboni requested that Heather Kane clarify with

the W.P.C.A.'s investment broker whether the W.P.C.A. would be considered a separate entity from the Town in regards to the FDIC insurance limit. Gary Laurito also requested that the interest rate of the document be included on the CD Investment report in addition to the W.P.C.A.'s yield to maturity rate. Without further discussion, the motion passed unanimously.

Steven N. Wawruck, Jr. stated that the W.P.C.A. has a non-corporate resolution form from the broker to approve Heather Kane or Gary Kuczarski as authorized signers in regards to the CD investments. Putting Mrs. Kane's and Mr. Kuczarski's names on the form would allow the broker to speak to them in regards to the CD Investments; otherwise, all calls regarding the CDs would need to go to whoever is named as an authorized signer. Currently, the broker contacts Heather Kane regarding any foreclosures and maturities and provides recommendations. Mrs. Kane contacts Steven N. Wawruck, Jr. with the information and the broker's recommendation to obtain approval for any purchase, sale and/or change to the CD investment portfolio. Based on Mr. Wawruck's decision, Mrs. Kane proceeds as necessary. The information is then presented to the Authority at the next meeting. After discussing whether the Office Manager and the Superintendent should be given the responsibility that comes with being an authorized signer, the Authority determined that Steven N. Wawruck, Jr., as President of the W.P.C.A., should be the first authorized signer and Jeffrey Ives, as Vice-President of the W.P.C.A., should be the second authorized signer. The Authority would like the process to remain similar to what it is now where Heather Kane or Gary Kuczarski would remain the point of contact to relay information to the President of the W.P.C.A. and then the reports go out to the Authority at the next meeting. Heather Kane will contact the broker to see if such an arrangement would be possible. The Authority tabled the resolution.

- c. **Atty. Chadwick's Quarterly Update – Delinquent accounts:** No discussion took place regarding the delinquent accounts.
- d. **CD Investments – Updates and Changes:** Under Financial Reports b., the motion that approved the CD reports was passed unanimously.
- e. **FY 2009-2010 Capital Transfers to Unallocated Cap. Projects:** Gary Kuczarski informed the Authority that there are a number of capital accounts that will be closing and that he is looking for the balance that remains in two of those accounts to be transferred to the unallocated capital account.

Jeffrey Ives made a motion: **TO ACCEPT THE TRANSFER OF FUNDS FROM CLOSING CAPITAL ACCOUNTS TO THE UNALLOCATED CAPITAL ACCOUNT** – Seconded by Gary Laurito. Without further discussion, the motion passed unanimously.

A budget report for the Operating Fund, a budget report for the Capital Fund, and a revenue report from the iFips Financial Software system were handed out at the meeting for review. These reports are similar to the Town Hall financial reports. Gary Kuczarski informed the Authority that the W.P.C.F. is looking to provide the Authority with these reports in the future instead of the Excel reports that have been manually generated in the past. The revenue report provides YTD figures, where as the budget reports can be run on a YTD basis as well as a monthly expenditure basis. Gary Laurito requested to see a monthly expenditure budget report on a quarterly basis. The Authority agreed to receive the new financial reports.

CORRESPONDENCE: None

OLD BUSINESS:

- a. **Attorney Scott Chadwick's Retainer Fee:** Steven N. Wawruck, Jr. did talk to the Town Attorney about this subject as recently as this morning. They are still researching what they previously charged the W.P.C.A. for a retainer fee. This topic was tabled to next month's meeting.

NEW BUSINESS:

- a. **Appeals – 7 Oates Lane:** Steven N. Wawruck, Jr. informed the Authority that this was a house that suffered severe fire damage on 1/31/10 and was later condemned and eventually destroyed.

This appeal was handed out to the Authority at this time since no payment for the first installment was made and interest will start to accrue before next month's meeting. Gary Laurito made a motion: **TO ACCEPT THE APPEAL FOR 7 OATES LANE** – Seconded by Denise Balboni. The owners are looking for a refund of their payment of last fiscal year's bill for 2/1/10-6/30/10 and they are looking to have this fiscal year's bill waived. This house is on a well and, therefore, the owners are charged the average of the residential users. The W.P.C.F. will enter a prorated sewer user charge for the fiscal year when the owner is issued a certificate of occupancy for the new home. Without further discussion, the motion passed unanimously.

- b. **Appeal – 255 Main Street, Suite 3:** This appeal was brought before the Authority at this time because the owner paid only a portion of the first installment and interest will start to accrue before next month's meeting. The owner was informed by Heather Kane that interest would start to accrue on the remaining portion of the first installment starting August 3rd. The Authority determined to table this appeal until next month's meeting when the Authority reviews all the appeals. Heather Kane will contact the owner to inform him that the appeal will be ruled on during the August meeting and to recommend that he pays the remaining balance of the first installment in order to not accrue any interest.

At 6:48 p.m., there being no other business to discuss, Gary Laurito made a motion: **TO ADJOURN THE MEETING** - Seconded by John McSweegan. The motion passed unanimously.

Respectfully submitted,

Heather Kane
Recording Secretary