

BOARD OF SEWER COMMISSION

SPECIAL MEETING AGENDAY

TUESDAY, JANUARY 23, 2024 8:30 A.M.

1. Call to Order
2. To review, edit, and approve the minutes of the December 28, 2023 Special Board Meeting

Documents:

[12 28 23 DRAFT SEWER SPECIAL MEETING MINUTES.PDF](#)

3. To review, edit, and approve the Department Reports for the Month December 2023

Documents:

[BOSC DECEMBER 2023 DEPRT REPORT.PDF](#)

4. Committee Reports
 - a. To Discuss The Budget Committee And Take Any Action As Necessary.
5. To discuss the Memorial Boulevard Main and to take any action as necessary.
6. Adjournment

Next Meeting: Tuesday, February 20, 2024 at 6:00 p.m.

BOARD OF SEWER COMMISSIONERS

DECEMBER 28, 2023 – SPECIAL MEETING

PRESENT by videoconference: Chairperson Phelan and Commissioner Ferrier; Council Liaison Jacqueline Olsen.

PRESENT: Commissioners Dunn and Porrini.

ABSENT: Commissioner Cunningham.

STAFF PRESENT: Superintendent Robert Longo and Office Manager Dawn LaBella.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Water Commissioners to order at 8:34 a.m.

2) TO REVIEW, EDIT, AND APPROVE THE MINUTES OF THE NOVEMBER 21, 2023 REGULAR BOARD MEETING.

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the minutes as presented.
Motion passed.

3) TO REVIEW, EDIT, AND APPROVE THE DEPARTMENT REPORTS FOR THE MONTH OF THE NOVEMBER 2023.

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the Department Reports as presented.
Motion passed.

4) TO DISCUSS CUSTOMER CORRESPONDENCE AND TAKE ANY ACTION AS NECESSARY FOR:

- a. 251 Stevens Street: Customer requesting relief on high sewer bill due to a toilet leak.

On motion of Commissioner Dunn and seconded, it was unanimously voted that no relief be given.
Motion passes unanimously.

- b. 70 Union Street: Customer requesting relief on high sewer bill due to a toilet leak.

On motion of Commissioner Dunn and seconded, it was unanimously voted that no relief be given.
Motion passes unanimously.

- c. 32 Conlon Street: Customer requesting relief on a high sewer bill due to a toilet leak.

On motion of Commissioner Porrini and seconded, it was unanimously voted that no recourse be given.

Motion passes unanimously.

5) COMMITTEE REPORTS.

a. To discuss the Budget Committee and appoint members as necessary.

Chairperson Phelan appointed Commissioner Dunn to serve on the Budget Committee for the Fiscal Year 2024-2025.

6) TO REVIEW, EDIT, AND APPROVE THE BOARD OF SEWER COMMISSION 2024 MEETING SCHEDULE.

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the 2024 Meeting Calendar as presented.

Motion passed unanimously.

7) ADJOURNMENT.

At 8:50 a.m., on motion of Commissioner Dunn and seconded, it was unanimously voted to adjourn.

ATTEST:_____

Renee M. LaMarre

Water & Sewer Administrative Assistant

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: DEC 1, 2023	\$	9,715,133.93
ACCOUNTS RECEIVABLE	\$	471,564.76
SERVICE ACCOUNTS	\$	18,822.29
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(516,096.90)
BALANCE: DEC 31, 2023	\$	<u>9,689,424.08</u>

SEWER CAP/NR

BALANCE: DEC 1, 2023	\$	5,835,380.02
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(43,646.75)
BALANCE: DEC 31, 2023	\$	<u>5,791,733.27</u>

SEWER PAYROLL

BALANCE: DEC 1, 2023	\$	163,709.50
TRANSFERS IN (OUT)	\$	150,824.91
DISBURSEMENTS	\$	(153,174.99)
BALANCE: DEC 31, 2023	\$	<u>161,359.42</u>

SEWER BILLING

SEWER BILLS RENDERED DEC 2023:	\$	<u>486,945.52</u>
SEWER BILLS REMAINING UNPAID AS OF DEC 31 2023:	\$	<u>289,126.84</u>

WPC BUDGET VS. ACTUAL
December-23

Account Description	Project Number	2024	Actual	Actual	Actual	Actual	Actual	Actual	Actual	%
		APPROVED BUDGET	JULY 2023 2024	AUGUST 2023 2024	SEPTEMBER 2023 2024	OCTOBER 2023 2024	NOVEMBER 2023 2024	DECEMBER 2023 2024	ACTUAL TO DATE 2023 2024	
INTEREST INCOME		15,000.00							0.00	0.00%
SEWER ASSESSMENTS & ADJUSTMENT		55,000.00							0.00	0.00%
ASSESSES-INT, LIENS & PENALTIES		1,000.00						127.39	127.39	12.74%
CUSTOMER DUMPING FEES		98,150.00	10.00		10.00	48,078.00	17,019.50	10.00	65,127.50	66.36%
COMMERCIAL SEWER USER FEE		1,766,450.00	170,926.05	165,637.99	76,763.72	201,086.57	168,446.36	81,261.63	864,122.32	48.92%
DOMESTIC SEWER USER FEE		4,775,160.00	399,042.37	422,784.44	386,237.51	389,523.78	421,750.17	384,647.36	2,403,985.63	50.34%
FACTORY SEWER USER FEE		192,975.00	34,066.17	340.07	2,585.28	42,578.40	585.03	2,493.03	82,647.98	42.83%
PUBLIC SEWER USER FEE		287,105.00	22,419.44	40,917.08	19,369.60	31,448.47	42,361.59	16,914.63	173,430.81	60.41%
SEWER CONNECTION PERMITS		130,000.00	1,600.00		80.00	21,590.00	10,050.00	4,390.00	37,710.00	29.01%
MISCELLANEOUS-OTHER		16,025.00	103.00	17,210.00					17,313.00	108.04%
MISC REVENUE LIENS		26,885.00	850.00	1,200.00	5,200.00	42,922.82	1,150.00	2,100.00	53,422.82	198.71%
SEWER PENALTY FEE		47,395.00	8,068.58	4,298.24	-26.67	8,297.96	-50.30	8,758.07	29,345.88	61.92%
		7,411,145.00	637,085.61	652,387.82	490,219.44	785,526.00	661,312.35	500,702.11	3,727,233.33	50.29%
REGULAR WAGES-WPC		1,840,178.00	149,569.76	132,147.25	134,220.19	137,874.48	201,735.25	134,174.52	889,721.45	48.35%
OVERTIME WAGES & SALARIES		56,762.00	4,318.53	1,650.83	4,836.78	5,426.91	8,455.43	4,597.16	29,285.64	51.59%
OTHER WAGES		22,420.00	1,927.96	1,868.64	2,005.55	1,916.38	2,916.16	1,726.11	12,360.80	55.13%
WORKERS' COMP SALARY		0.00							0.00	
LIFE INSURANCE		2,825.00	199.74	262.32	387.48	284.18	251.39	262.99	1,648.10	58.34%
WORKERS COMPENSATION INS		114,000.00							0.00	0.00%
DISABILITY INSURANCE		550.00							0.00	0.00%
F.I.C.A. & MEDICARE		146,829.00	11,196.24	9,823.02	10,235.85	10,540.27	13,012.90	10,194.30	65,002.58	44.27%
(OPED) RETIREMENT BENEFITS		59,090.00							0.00	0.00%
CLOTHING ALLOWANCE			679.03	174.42	3,736.69	4,343.43	279.97	180.00	1,313.42	34.75%
PROFESSIONAL FEES & SERVICES		146,935.00	1,876.45	5,829.20			1,034.57	6,989.95	23,810.29	16.20%
ADMINISTRATIVE FEES		80,000.00							57,000.00	71.25%
PUBLIC UTILITIES		740,000.00		135,595.43	63,207.57	42,436.85	72,052.18	62,420.41	375,712.44	50.77%
WATER & SEWER CHARGES		14,000.00				1,841.19			3,437.73	24.56%
TIPPING FEES		1,197,580.00	1,596.54	105,557.14	110,034.82	98,396.45	113,172.59	89,021.95	516,182.95	43.10%
REFUSE		500.00		102.60	102.60		45.00	112.80	363.00	72.60%
REPAIRS & MAINTENANCE		75,000.00	3,145.01	12,852.59	9,785.84	10,821.66	26,804.07	23,056.40	86,465.57	115.29%
COLLECT SYSTEM MAIN & REHAB		115,000.00		61,682.11	7,580.00			3,575.91	72,838.02	63.34%
MOTOR VEHICLE SERVICE & REPAIR		15,000.00	6,633.67				4,467.34	5,540.67	16,641.68	110.94%
MAJOR REPAIRS		150,000.00		238.53			34,898.04	13,639.93	48,776.50	32.52%
RENTS & LEASES		4,000.00	280.88	150.86	1,429.96	953.99		743.91	3,559.60	88.99%
LIABILITY INSURANCE		89,310.00		67,604.07	1,198.22				68,802.29	77.04%
TELEPHONE		2,600.00	1,076.84	587.90	562.10	235.95	421.01	404.69	3,288.49	126.48%
POSTAGE		24,500.00							0.00	0.00%
TRAVEL REIMBURSEMENT		100.00							0.00	0.00%
PRINTING & BINDING		300.00							0.00	0.00%
ADVERTISING		500.00							0.00	0.00%

Account Description	Number	BUDGET	2023 2024	2023 2024	2023 2024	2023 2024	2023 2024	2023 2024	2023 2024	2023 2024	2023 2024
LABORATORY SUPPLIES		16,000.00	2,122.03	1,147.04	3,371.39	642.83	3,544.57	683.55	11,511.41	71.95%	
MAINT SUPPLIES & MATERIALS		750,000.00	21,073.53	168,647.35	95,996.74	118,471.16	43,688.93	20,479.68	468,357.39	62.45%	
PROGRAM SUPPLIES		66,220.00	795.29	9,454.33	2,704.66	972.99	2,234.59	1,149.13	17,310.99	26.14%	
NATURAL GAS		33,000.00	0.00	1,007.21	1,006.31	1,083.90	1,266.83	2,913.67	7,277.92	22.05%	
MOTOR FUELS		32,220.00	50.00	2,348.50	2,379.06	50.00	2,805.06	5,916.79	13,549.41	42.05%	
MOTOR VEHICLE PARTS		3,800.00		98.37	167.26			35.96	301.59	7.94%	
TIRES		6,500.00							0.00	0.00%	
OFFICE SUPPLIES		3,000.00	24.01	1,156.96	286.26	20.72	526.40	16.73	2,031.08	67.70%	
RENOVATE OPERATIONS INTERIOR	24001	100,000.00	5,000.27	13,730.47	58,217.86	10,913.00			87,861.60	87.86%	
SPARE SECONDARY DRIVE	24002	100,000.00						7,232.35	7,232.35	7.23%	
BUILDING HEATERS	24003	10,000.00							0.00	0.00%	
PUMPING STATION TREET REMOVAL	24004	10,000.00							0.00	0.00%	
PAINT WOOSTER COURT DRY-CAN PUMPING STATION	24005	10,000.00			20,444.49	34,468.78			54,913.27	0.00%	
MAJOR REPAIRS TO EQUIPMENT		1,000.00							0.00	0.00%	
CONFERENCES & MEMBERSHIPS		3,000.00							2,107.00	70.23%	
SCHOOLING & EDUCATION		4,500.00	1,000.00	1,211.00	150.00	120.00	626.00		8,660.00	192.44%	
LIEN FEES		130,000.00		2,365.00	1,755.00	1,240.00	1,125.00	1,175.00	11,039.59	8.49%	
CONTINGENCY		11,000.00		10,203.65	835.94				0.00	0.00%	
MISCELLANEOUS		2,500.00							0.00	0.00%	
REFUNDS OF SEWER USE FEES									0.00	0.00%	
		6,194,499.00	212,565.78	747,496.79	536,638.62	540,055.12	535,363.28	396,244.56	2,968,364.15	47.92%	
TRANS OUT CWF		541,165.00	47,122.56	47,122.56	47,122.56	47,122.56	47,122.56	47,122.56	282,735.36	52.25%	
TRANSFER OUT DEBT SERVICE		166,500.00	139,400.00	34,426.21	34,425.75	36,052.56	34,632.68	36,149.27	147,148.75	88.38%	
TRANSFER OUT INTERNAL SERVICE		508,979.00	67,425.98						243,112.45	47.76%	
		1,216,644.00	253,948.54	81,548.77	81,548.31	90,923.87	81,755.24	83,271.83	672,996.56	55.32%	
		7,411,143.00	466,514.32	829,045.56	618,186.93	630,978.99	617,118.52	479,516.39	3,641,360.71	49.13%	

BAR SCREEN ASSEMBLY
ATS BROAD ST PUMP STATION
SECURITY CAMERAS
REHAB THICKENED SLUDGE TANK
REPLACE ROOFTOP HEAT AND AC
PUMP HOUSE ROOF REPLACEMENT