

# Brooklyn Water Pollution Control Authority

Regular Meeting

Wednesday, March 27, 2024 at 6:30 p.m.

via Zoom & at the Clifford B. Green Meeting Center

69 South Main Street, Brooklyn, CT

To join this meeting, follow the below instructions:

Join Zoom Meeting

<https://us06web.zoom.us/j/89922133004?pwd=J8we1GPW10K6VnLIhiME47RsA5n2rg.1>

Meeting ID: 899 2213 3004

Passcode: 569499

One tap mobile

+16465588656,,89922133004# US (New York)

+16469313860,,89922133004# US

## MINUTES

1. **Call to Order** – Austin Tanner, First Selectman, called the Meeting to order at 6:30 p.m.

2. **Attendance:** R. Dave Lee; Charles Sczorski; Dann Stuyanski, Mark Masopust.  
Derek Lindia was absent with notice.

**Also Present:** Austin Tanner, First Selectman; Shelley Cates, Finance Director; Joe Couture, Killingly WPCF Assistant Superintendent; Lisa Lindia; J.S. Perreault, Recording Secretary.

**Public Present via Zoom:** iPad

3. **Public Comment** - None.

4. **Approve Minutes**

a. Regular Meeting of February 28, 2004.

Motion was made by C. Sczorski to accept the Minutes of the Regular Meeting of February 28, 2024, as presented.

Second by D. Stuyanski. No discussion.

Motion carried unanimously by voice vote (4-0-0).

5. **Update from Killingly**

a. Report from Joe Couture.

- Mr. Couture commented that there should be a special meeting next month regarding the budget.
- Town of Killingly would like an update on Proulx Street (garage drains tied-in to the sewer).  
Ms. Cates explained that letters had been mailed on March 4<sup>th</sup> (regular and certified mail).
- Mr. Couture stated that he did a quick review the Ordinances and forwarded it to Mr. Lindia.
- Mr. Couture stated that he had sent an email regarding an error in a graph (in the Report) which has been corrected.

- b. Report from Brooklyn WPCA Liaison, Dann Stuyanski on Killingly WPCA's Meeting of March 20, 2024.

Mr. Stuyanski stated that he attended the meeting, but that there had not been any discussion regarding Brooklyn.

**6. Old Business**

Mr. Lee referred to the document that he provided to Authority Members which contains his responses to Items a, b, c, d and f below (attached).

- a. Update on Community Bible Church on South Street.
  - 1. Mr. Lee suggested reviewing past sewer use rates. Update on status of this request.  
At this point, Mr. Lee does not feel that there is any legal justification to change their rate. Mr. Tanner explained that he should have the CT Water Report by the end of this week. Mr. Couture offered to research what Killingly does regarding Churches.
- b. Mr. Lee recommended redistributing the Draft Policy for feedback from the last meeting.  
Mr. Lee explained about the change that was made under Eligibility Criteria. He suggested that this item be tabled until next month.

Motion was made by R.D. Lee to table Agenda Item 6.b - Mr. Lee recommended redistributing the Draft Policy for feedback from the last meeting.

Second by C. Sczorski. No discussion.

Motion carried unanimously by voice vote (4-0-0).

- c. Mr. Lee suggested a discussion that the Authority should have a description of how it operates/manages its funds.  
Mr. Lee supplied various links to sample documents. He suggested this Item be tabled for further detailed discussion.

Motion was made by R.D. Lee to table Agenda Item 6.c - Mr. Lee suggested a discussion that the Authority should have a description of how it operates/manages its funds.

Second by C. Sczorski. No discussion.

Motion carried unanimously by voice vote (4-0-0).

- d. Update from Mr. Lee on Excel Spreadsheet regarding compiled information from various departments.  
Mr. Lee explained that this is a work in process and explained what he has done so far. Once the water report is available, he will merge them together. He explained that, if there can be agreement based on the flow of the meter, formulas would go away and it would probably be more equitable. Mr. Tanner explained that he will have some Rate Study information in a week or so.

Motion was made by C. Sczorski to table Agenda Item 6.d - Update from Mr. Lee on Excel Spreadsheet regarding compiled information from various departments.

Second by R.D. Lee. No discussion.

Motion carried unanimously by voice vote (4-0-0).

- e. Update from Mr. Tanner on report from CT Water in electronic form. - (See Above Item 6.a.)

- f. Discussion of 2024-2025 budget.  
Mr. Lee explained that he has been working on the expenditures side (documents provided to Authority Members). He has not looked at revenue yet.

There was discussion regarding the Killingly Use Bill which Ms. Cates is trying to clarify whether it is to be billed on a calendar year vs. a fiscal year (contract says fiscal year, but billing has been calendar year). Ms. Cates that another variable is the overall flow. They will have more information next month.

Regarding revenue, Ms. Cates noted a correction to a statement she had made at a previous meeting about the collection rate: The overall collection rate, as of March 19th, is 89.76 percent.

Discussion continued. Mr. Lee stated that it is looking like there may be some cash left over to do some small stuff.

- g. Update from subcommittee on the Ordinance before the Town meeting.  
Mr. Tanner stated that the Subcommittee did not meet. There was discussion:
- There was discussion regarding 15-3.1. No change.
  - There was discussion regarding 15-5.2. The Ordinance should reflect the five categories that we currently bill.
  - Mr. Couture's suggestions:
    - 15-6.6 - add grease recovery units
    - 15-5.5 – If considered one building sewer, it would be charged as a single family which would open up problems.
    - 15-5.9 – He doesn't know why the DEEP would need to be notified if a grinder pump is put in.  
Mr. Lee suggested that any reference to the CT Dept. of Environmental Protection be updated to DEEP (Dept. of Environmental and Energy Protection).
    - 15-5.6 – Cost of the test should be the responsibility of the homeowner.
    - 15-5.14 – Lead joints are not used anymore.
    - 15-6.8 – Why just industrial? Why not homeowner or commercial?
    - 15-7.7 – Change to Sanitarian or their Representative.
    - 15-10.1 – Insurance not less than \$50,000 – Does not specify if homeowners too?  
Mr. Lee suggested that the insurance policy be updated, regardless.
    - 15-11.1 – Any permit?
    - 15-14.12 – Who is the Brooklyn Sewer Enforcement Authority?
    - Mr. Couture stated that he also found spelling errors and that he will provide a copy with the next Report.  
Mr. Lee stated that there needs to be clarification/clean-up of language.
    - 15-30.2 – Sewer Capital – Connection Fee - Remove \$2,500 from the Ordinance, so won't need to have a Town Meeting to change it.
    - 15-8.2 – Application for a sewer permit – No change.

There was discussion regarding scheduling a special meeting to approve suggested. Changes and finalize. No special meeting was scheduled at this time.

## **7. New Business**

- a. Discussion on scheduling Town meeting and Public Hearing for rates.  
Mr. Tanner stated that it cannot be scheduled yet as information is still being gathered.

- b. USDA discussion on who will complete the necessary forms.  
Ms. Cates explained that the current loan needs to have an annual compliance report done. Mr. Sczorski offered to do this. Ms. Cates will forward information to Mr. Sczorski.
- c. Review Financials.  
There was discussion regarding streamlining multiple banks and multiple accounts. Ms. Cates will gather information from the banks.

Mr. Lee suggested that the Secretary could possibly act as Treasurer (double signatures on checks for financial controls).

Motion was made by R.D Lee to table Agenda Item 7.c - Review Financials to allow for gathering interest rates from banks and whether to consolidate banks (keeping in mind that, at least, Money Market and Capital Savings are needed).

Second by C. Sczorski. No discussion.

Motion carried unanimously by voice vote (4-0-0).

- d. Approve Bills.

Motion was made by R.D. Lee to approve of payment of Voucher #1498 - \$727,318.06.

Second by D. Stuyinski.

Discussion: Ms. Cates stated that it is the complete bill through December 2023 which is less than what was budgeted.

Motion carried unanimously by voice vote (4-0-0).

Motion was made by R.D. Lee to approve the payment of Voucher #1501 - \$1,938.23.

Second by C. Sczorski. No discussion.

Motion carried unanimously by voice vote (4-0-0).

**8. Additions to the Agenda**

There was discussion about scheduling a special meeting regarding Ordinance changes/rate structure/budget. It was decided to wait until after the April 24<sup>th</sup> meeting.

**9. Correspondence - None.**

**10. Public Comment – None.**

**11. Adjournment (next meeting April 24, 2024)**

Motion was made by R.D. Lee to adjourn at 7:25 p.m.

Second by C. Sczorski. No discussion.

Motion carried unanimously by voice vote (4-0-0).

Respectfully submitted,

J.S. Perreault  
Recording Secretary

Attachments