

Minutes of the Regular Monthly Meeting of the
Suffield Water Pollution Control Authority & Treatment Facility
February 15, 2024

MEMBERS PRESENT:

Daniel Holmes, Chairman
Frank Bauchiero
Janet Davis
Roger Ives, Vice
Chairman, Treasurer
John P Murphy
Todd Mervosh
Travis Watroba

MEMBERS ABSENT:

ALSO, PRESENT:

Jamie Kreller, Superintendent
Julie Nigro, Business Administrator
Anna Clark, Assistant Business Administrator
Mike Headd, WPCA Engineer (Woodard & Curran)
Andrew Lord, WPCA Attorney

- 1. CALL TO ORDER:** Daniel Holmes called the Regular Monthly Meeting for February 15, 2024 to order at 7:00 p.m., Mike Headd arrived at 7:10pm.
- 2. CITIZEN INPUT:** None
- 3. APPROVAL OF MINUTES:**
 - January 9, 2024 Regular Meeting Minutes Review & Approval – Janet Davis stated that under section 8c of Solid Evaluation the first bullet point is not clear if the email was sent to the Chairman. The sentence should state “Janet Davis stated the email that was sent out to MDC on 11/15/2023 received a reply to the Chairman to ensure the WPCA...”
 - Frank Bauchiero motioned to approve the January 9, 2024 minutes, with the mentioned change.
 - Janet Davis seconded the motion; the motion passed unanimously
- 4. CHANGES TO THE AGENDA:** None
- 5. CHAIRMAN’S UPDATE:**
 - Daniel Holmes attended a meeting with Jamie Kreller (WPCA Superintendent), Colin Moll (First Selectman), and Al Rusilowicz (Director of Finance), due to the payroll coordinator leaving, to discuss the modification of the summarized spreadsheet.
- 6. TREASURER’S REPORT:**
 - Administration (O&M) Bills 2023/2024: 116,380.89
 - RCM Bills 2023/2024: \$43,714.92
 - Administration fund distribution: \$80,906.62 (January payroll)
-Frank Bauchiero motioned to accept the Treasurer’s report.

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-Travis Watroba seconded the motion, the motion passed unanimously

7. STAFF REPORTS:

a. Superintendent's Report-

Jamie Kreller reviewed his report and highlighted some items:

- Nitrogen average was high due to the rain storms and holding sludge. During rainstorms, we shut off aerators which cuts off oxygen to the plants bugs and negatively affects their production. However, our average for the year is still within our limit.
- A manhole cover was dislodge on Firestone Drive by plowing activities. The WPCA, along with the Highway Department, fixed the manhole cover and frame.
- WPCA operators installed a new check valve at PS #1(Thompsonville RD) which saved the WPCA approximately \$2,500 because we self-performed the work.
- The odalog data results indicate the Hydrogen Sulfide at the manhole in front of 25 Poole Road and 318 Remmington St to be at non-detectable levels. Due to the low readings, the chemical input was shut-off at the beginning of December.

b. Business Administrator's Report-

Julie Nigro reported the following:

- On the second page of the Business Administrator report, there's a correction to split out last year's Hood receipts from this year's receipts.
- The budgets variance report for December is 60% unexpended.
- The WPCA collected \$1370 or 6.1% of the major delinquent list. The collection rate for the 2023 bills is 95.1% (last year at this time we were at 93.8%).
- Auditors will present their audit review summary to the Board of Finance at their February 26, 2024 meeting.

8. OLD BUSINESS:

a. Stony Brook Design –

- Mike Headd stated that Jamie Kreller and Andrew Lord reviewed and approved the draft easement letter. They will be mailed to impacted abutters in March.
- Recent erosion of the slope adjacent to Stony Brook, where the 24-inch sewer main transitions from pier supports to earth embankment, was observed by the WPCA's operators during routine maintenance check. The slope failure has exposed the 24-inch ductile iron transition main and shifted its alignment. WPCA operators check the pipe daily to monitor for additional movement. The Superintendent has coordinated with a company that provides equipment for sewer bypass in case of an emergency situation occurs and system bypass is necessary.
- A work order from Woodard and Curran to repair the slope erosion at Stony Brook was presented to the Commission and the slope repair design is advancing.

b. Morton Building Progress – No update at this time.

c. Solids Evaluation – Jamie stated we produced approximately 47 tons in January for a total of 438.15 tons through 10 months of our 12 month MDC agreement. The WPCA has contracted with the Mattabassett District in Cromwell, CT to accept the excess sludge production above our 525 dry ton MDC limit. Delivery of the excess sludge to Mattabassett has begun.

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- d. **Phase 2 Pipeline Rehabilitation – Cassotta Lane/Thompsonville Road Access** – Mike Headd stated that 75% plans and specs were sent to Jamie for review. Jamie Kreller and Alex Kaminski provided Mike with specific questions that will be verified; however, the project is on track and will be ready for construction in the spring.
- e. **Hood Contract** – Julie Nigro presented a draft of the Hood contract calculations. She stated that adjusting the percentage allocations would more accurately represent Hood’s actual disposal costs due to their high BOD and TSS effluent. The commission discussed a possible surcharge for the additional direct costs associated with the additional BOD. Following receipt of the MDC’s annual dry ton agreement, including volume and price, the Contract can be advanced to draft form for presentation to Hood.
- f. **Bid and Purchase Policy Draft** – The Bid and Purchase Policy changes have been made to align with the current Town Charter. Page one of the policy refers to authorization and counter signing in the Town Charter. Page two was updated to match the “Gifts and Favors” language in the Charter.
 - Travis Watroba motioned to accept the changes
 - Roger Ives seconded the motion; the motion passed unanimously.

9. NEW BUSINESS:

- a. **Electricity Broker Agreement for the Procurement of Electricity** – Julie Nigro stated that Tom Aldridge from All Source has provided us with one quote so far for new electricity rates and needs a signature on an agreement that he will be our broker to receive other quotes by him from different companies.
 - Travis Watroba motioned to accept
 - John Murphy seconded the motion; the motion passed unanimously

ADJOURNMENT:

- John Murphy motioned to adjourn the Regular Meeting of February 15, 2024 at 8:12 pm.
- Travis Watroba seconded the motion; the motion passed unanimously.

Respectfully submitted,

Anna Clark

Anna Clark
Assistant Business Administrator

Superintendents Report January 2024

Plant Operation

- Plant average flow for the month was 1.93 MGD. This was 96 percent of plant design flow.
- Hood's average flow for the month was 80,242 gallons. This was 4% of plant flow.
- Prison average flow for the month was 275,674 gallons. This was 14% of plant flow.
- BOD and TSS removal for the month was 99%. Our permit limit is a minimal 85% removal.
- Nitrogen average for the month was 48 pounds. Our permit limit is a yearly average less than 45 pounds.

Call-Before-You-Dig

- 14 call-before-you-dig tickets were completed.

Unscheduled Overtime

- 1/10 – Plant and PS #12 (Bridge Street) High flow alarms.
- 1/15 – Emergency CBYD 938 East Street South.
- 1/16 – PS #5 (Fair Hill Lane) Power failure.
- 1/20 – PS #19 (Lise Circle) Pump #1 air bound timer.
- 1/20 – Plant high flow alarm.

Training

- Alex and Jamie attended the annual NEWEA (New England Water Environment Association) Conference in Boston. Classes included opening Session with Dr. Jonathan Gruber, Plenary Session: Our One Water Future, Biosolids Management Risks and Regionalization Solutions, Government Affairs 2: Regulatory Roundtable,

DEEP/EPA

- Monthly NAR (Nutrient Analysis Report) was electronically submitted to DEEP.
- Monthly MOR (Monthly Operating Report) was submitted to DEEP.
- Monthly DMR (Discharge Monitoring Report) was submitted electronically to EPA.
- Quarterly ATMR (Aquatic Toxicity Monitoring Report) was sent to DEEP.
- Quarterly Sludge Report was sent to DEEP.

Maintenance

- Inspections and repairs were made to the elevators at PS #4 and #5.
- PS #19 (Lise Circle) New high-water float, relay, and pump timer were replaced.
- PS #6 (Landing Circle) Transformer for power to the generator block heater and battery charger was replaced.

- WPCA operators repaired hydraulic system for one of our snow plows.
- WPCA operators cleaned up downed trees and branches after storm.
- Battery back up system (UPS) was installed for the plant effluent flow meters.
- WPCA operators replaced all batteries for the UPSes at the plant.
- New heat pump system for main office and lab was installed.
- Annual Electrical System Inspection.
- Quarterly Sludge blower inspection was completed.
- Bi-monthly grit system inspection was completed.
- Bi-monthly weir cleaning was completed.
- Bi-monthly anoxic mixer inspection was completed (x3).
- Quarterly storm water inspection was completed.
- Bi-monthly CAT mixer inspection was completed(x4).
- Semi-annual plant lighting checks were completed.
- Bi-monthly clarifier system inspection was completed (x3).
- Quarterly Ammonia probe caps replacement was completed (x2).
- Quarterly maintenance for step screen was completed.
- A plow hit a manhole cover and frame on Firestone Drive. WPCA operators, with help from the Suffield Highway Department, replaced the manhole cover and frame.



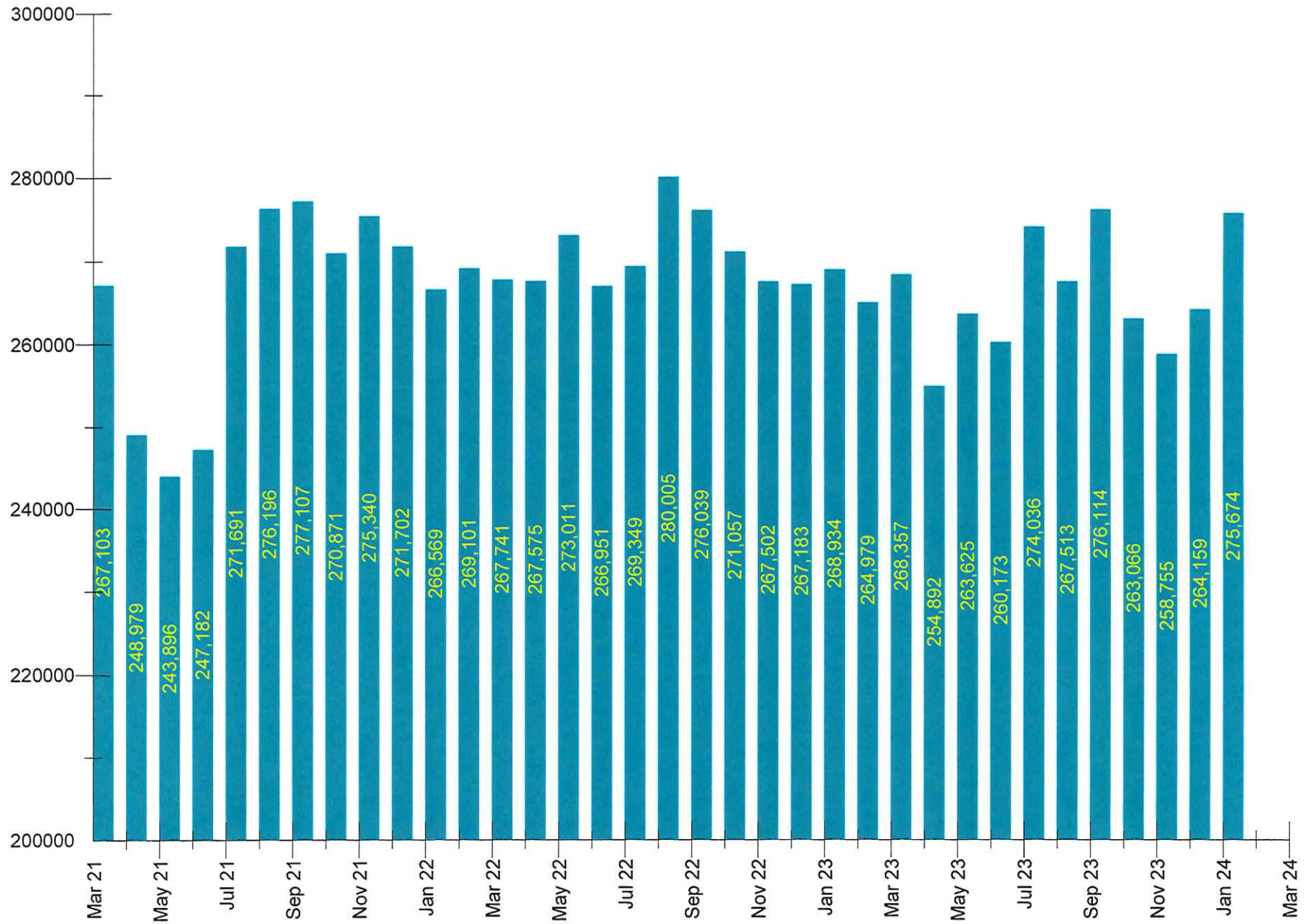
- WPCA Operators Installed a new check valve at PS #1 (Thompsonville Road) for pump #1.



Prison Flow - Average Gallons Per Month

■ CALCULATED PRISON FLOW (Mo Avg)

Average Gallons per Month

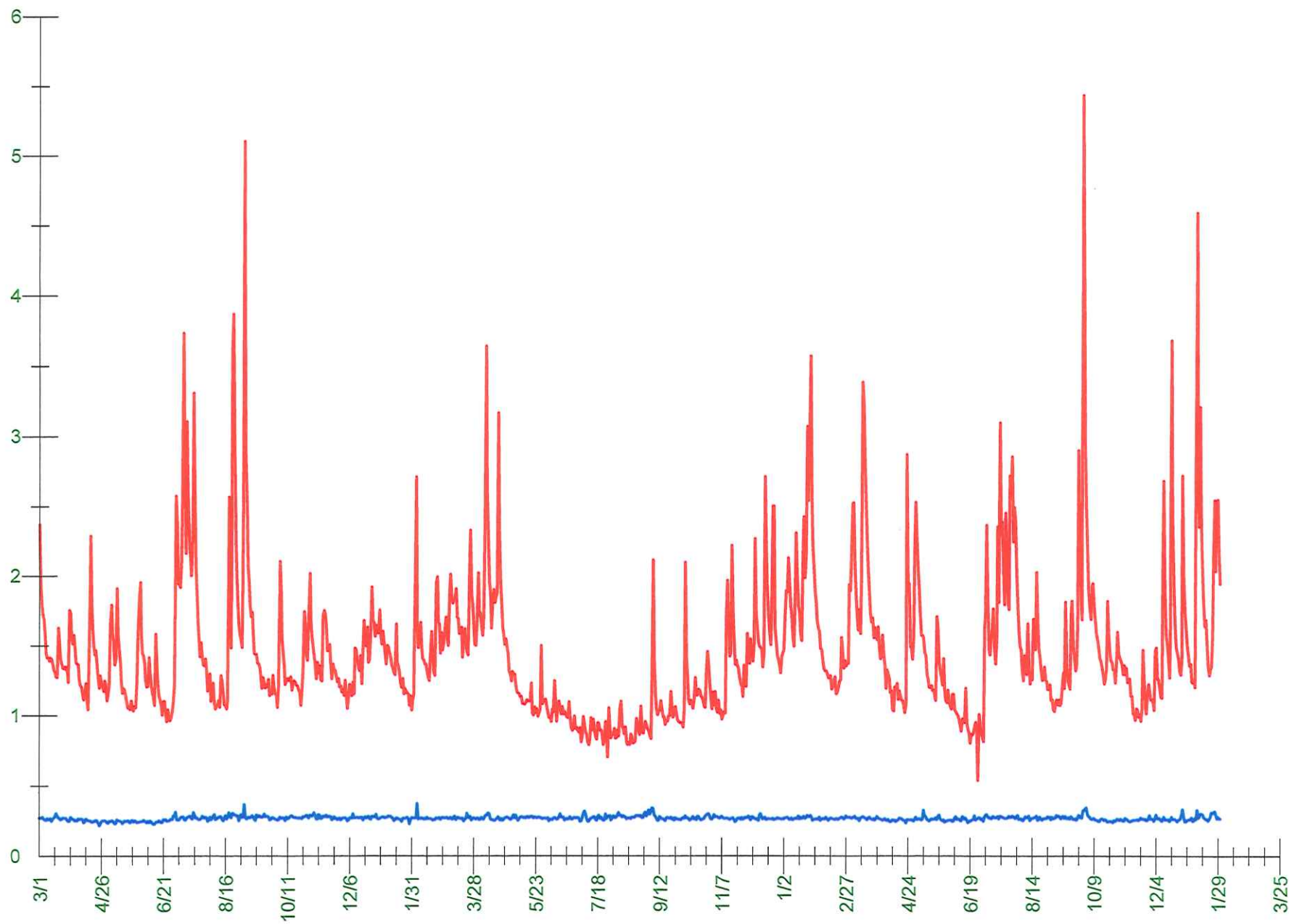


Date (3/1/2021 to 1/31/2024)

Prison Flow VS Plant Flow

PRISON DAILY FLOW PLANT-TOTAL EFFLUENT FLOW

MGD

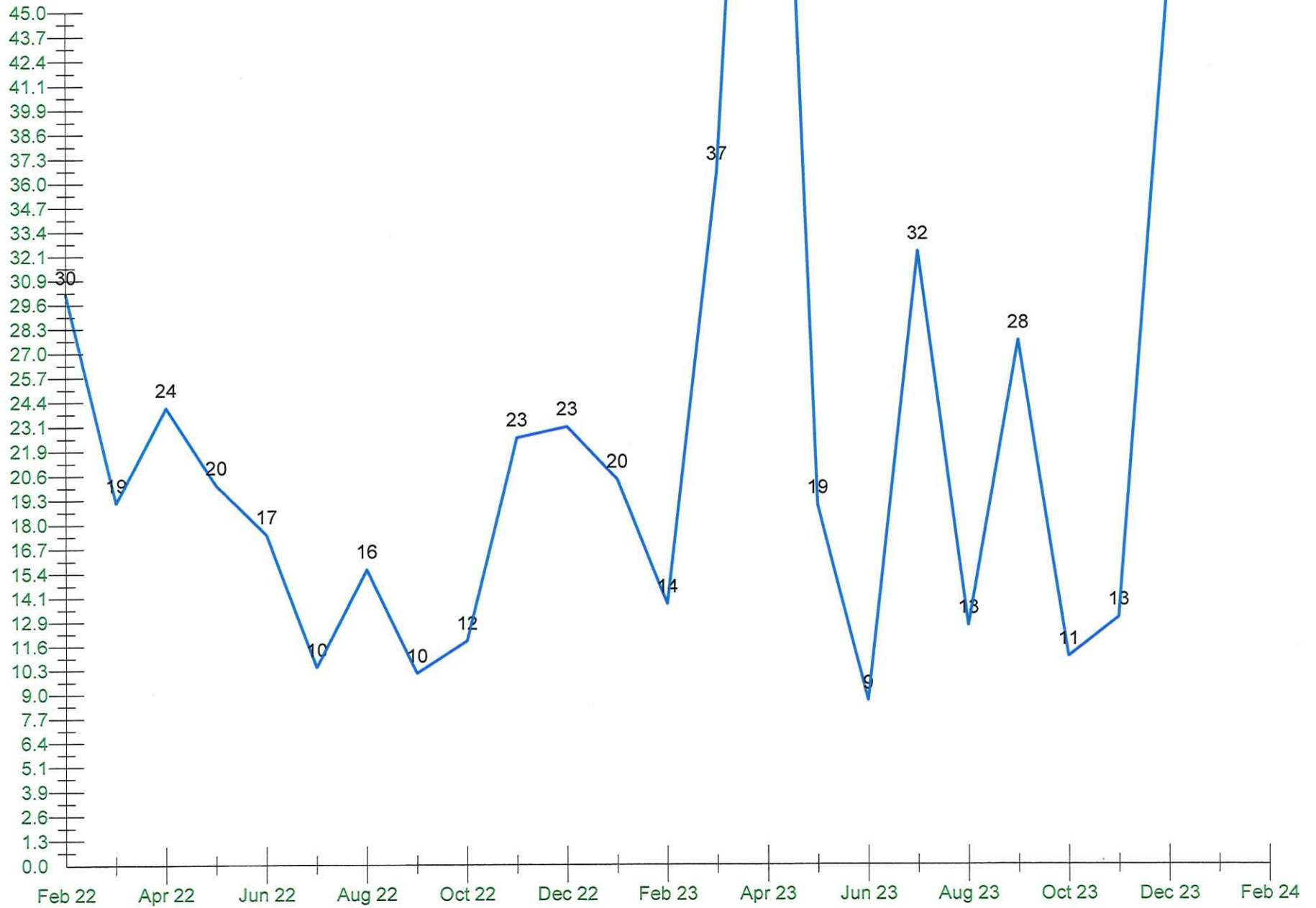


Date (3/1/2021 to 1/31/2024)

Monthly Average of Effluent Nitrogen lbs/Suffield WPCA Monthly Limit 45 lbs

— Total Nitrogen lbs/day (Eff.) (Mo Avg)

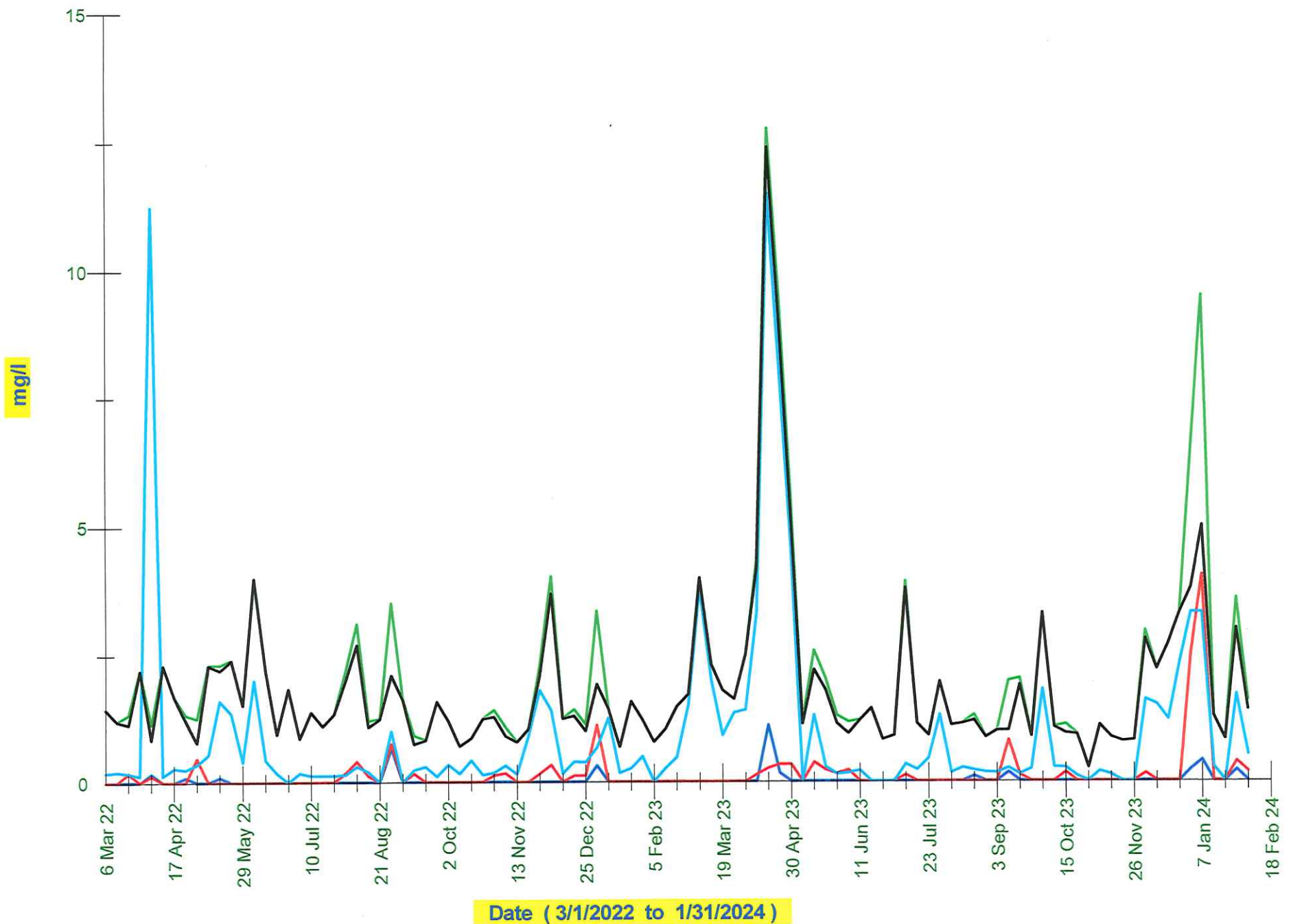
Average lbs per Month



Date (2/1/2022 to 1/31/2024)

Weekly Average of Total Nitrogen VS Forms of Nitrogen

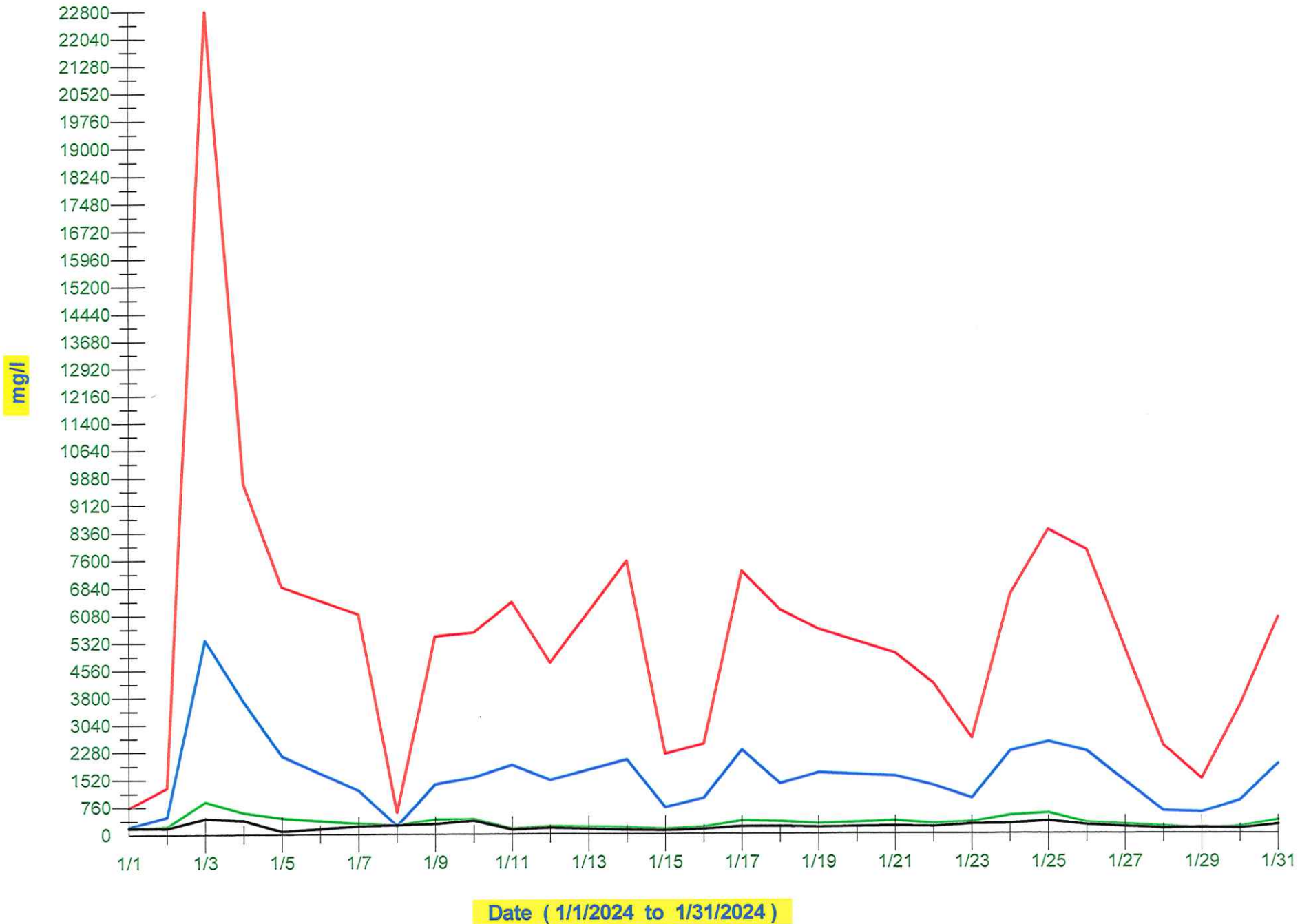
Nitrite Nitrate Total Nitrogen Ammonia Total Kjeldahl



Weekly Average of Total Nitrogen

H.P. HOOD LOADING VS PLANT LOADING

■ Hood TSS ■ Hood BOD ■ Inf. Plant BOD ■ Inf. Plant TSS

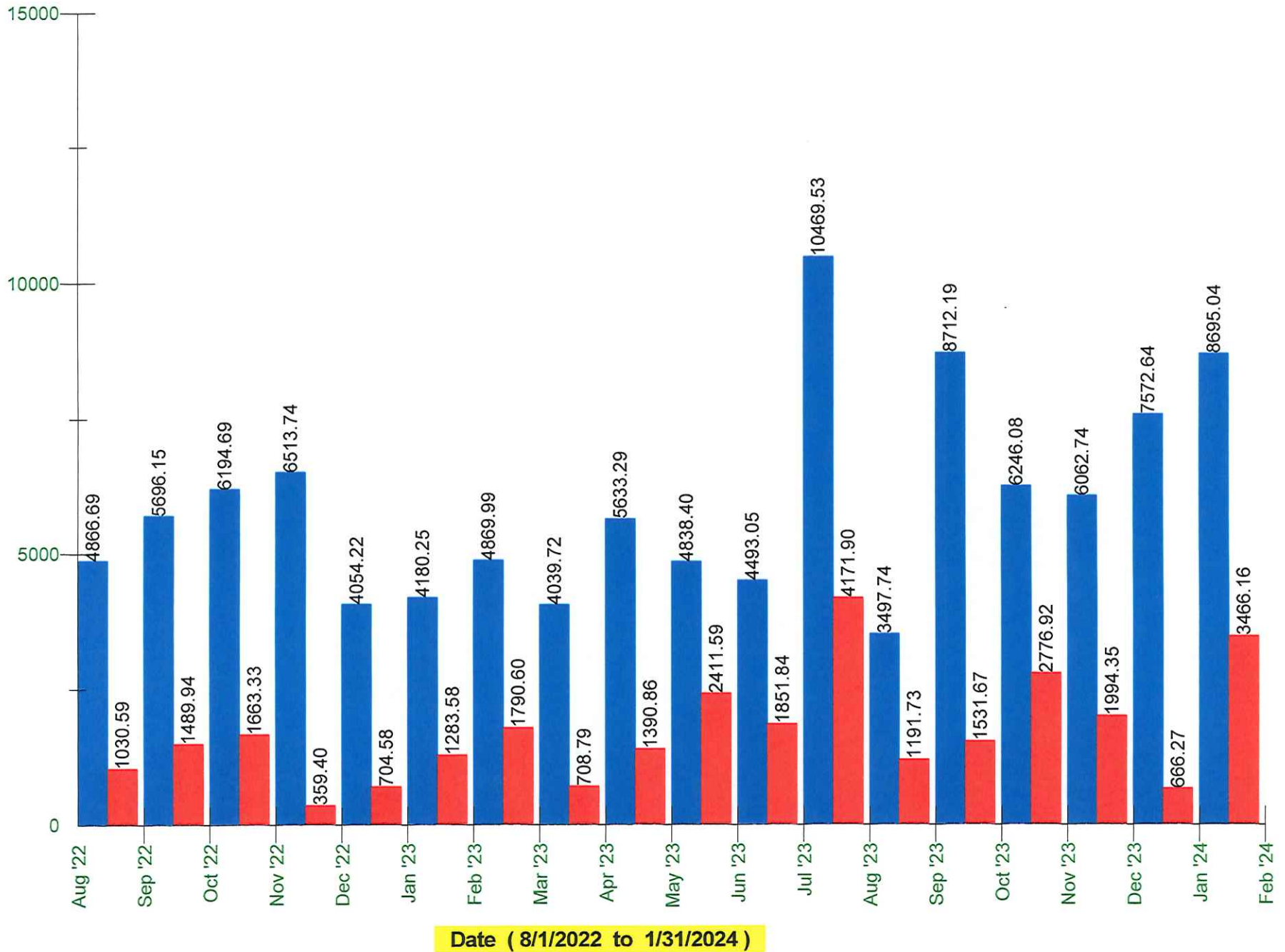


Scheduled vs Unscheduled Overtime Costs

■ Scheduled OT Costs

■ Unscheduled OT Costs

Monthly Overtime Costs in Dollars

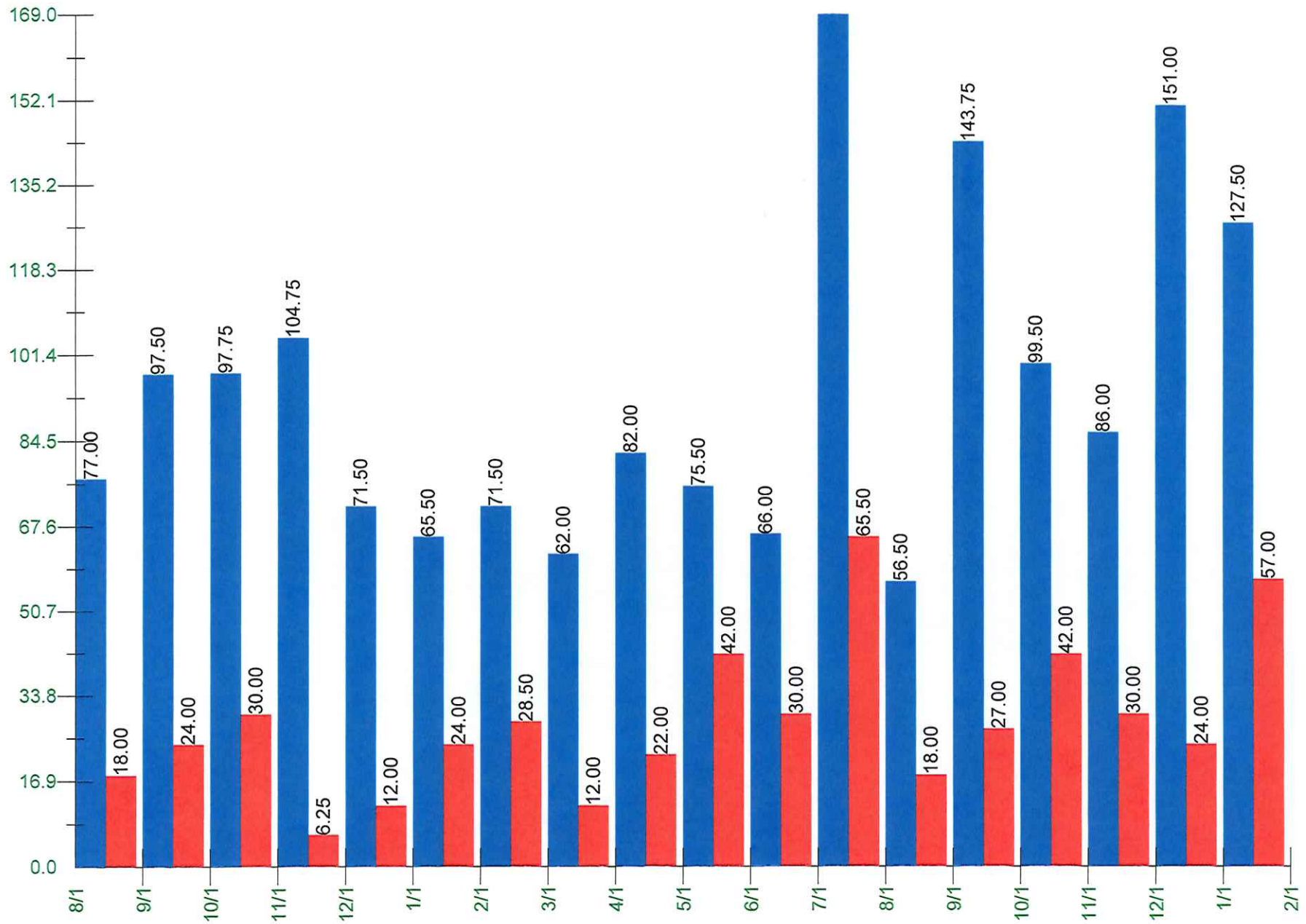


Scheduled vs Unscheduled Overtime Hours

■ Scheduled Hours

■ Unscheduled Hours

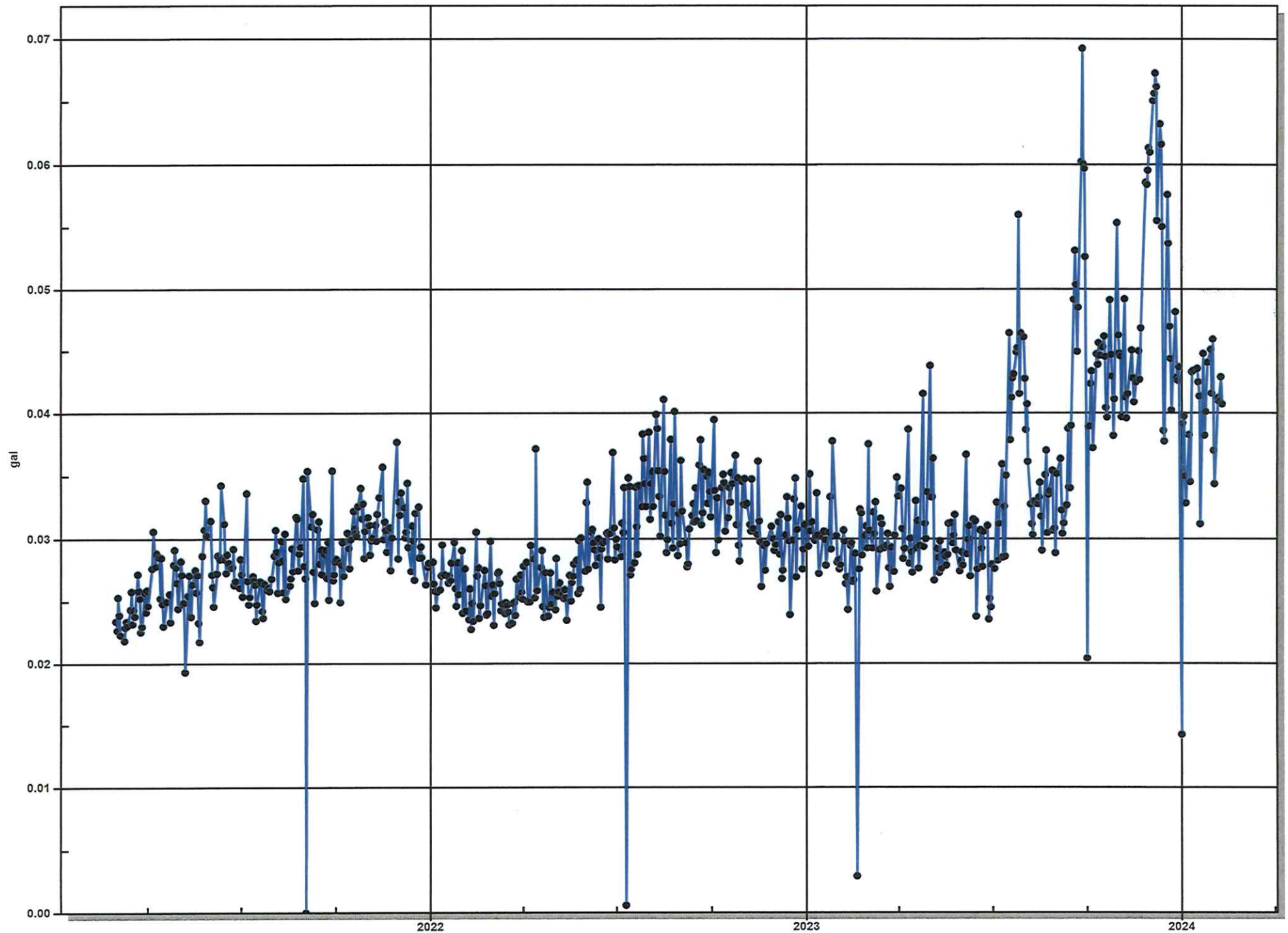
Monthly Overtime Hours



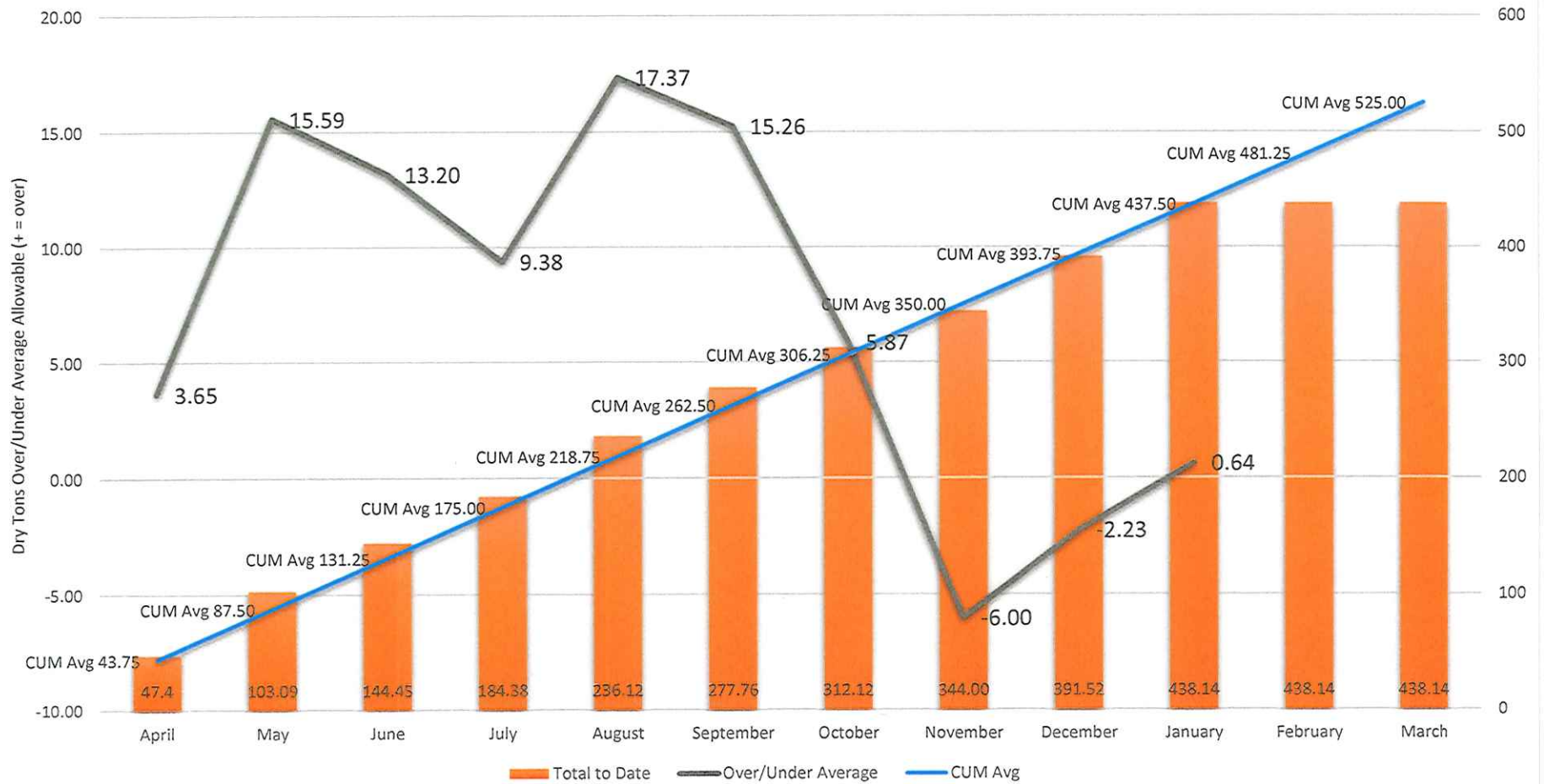
Date (8/1/2022 to 1/31/2024)

8012 - Gallons to be Wasted

3/1/2021 - 2/9/2024

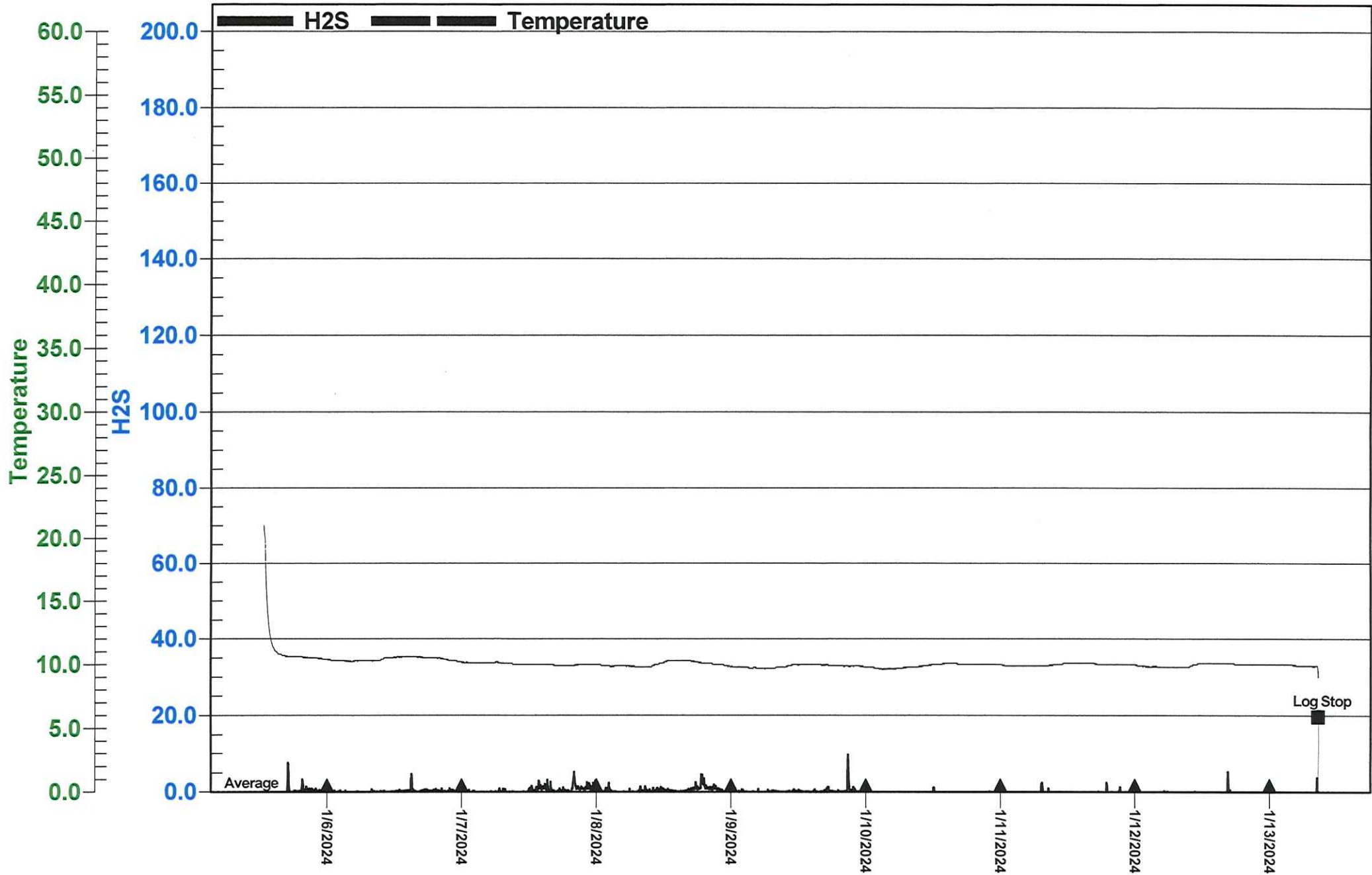


Sludge Total Cumulative & Over/Under Average



Date	Monthly Dry Tons	Total to Date	Dry Tons Available	Percent of Limit	Percent of Time	WPCA Dry Tons
2023-2024						
April	47.4	47.4	477.60	9.03%	8.33%	43.95
May	55.69	103.09	421.91	19.64%	16.67%	54.89
June	41.36	144.45	380.55	27.51%	25.00%	38.84
July	39.93	184.38	340.62	35.12%	33.33%	39.21
August	51.73	236.12	288.88	44.97%	41.67%	50.76
September	41.65	277.76	247.24	52.91%	50.00%	40.59
October	34.36	312.12	212.88	59.45%	58.33%	32.06
November	31.88	344.00	181.00	65.52%	66.67%	31.72
December	47.53	391.52	133.48	74.58%	75.00%	46.42
January	46.62	438.14	86.86	83.46%	83.33%	
February		438.14	86.86	83.46%	91.67%	
March		438.14	86.86	83.46%	100.00%	

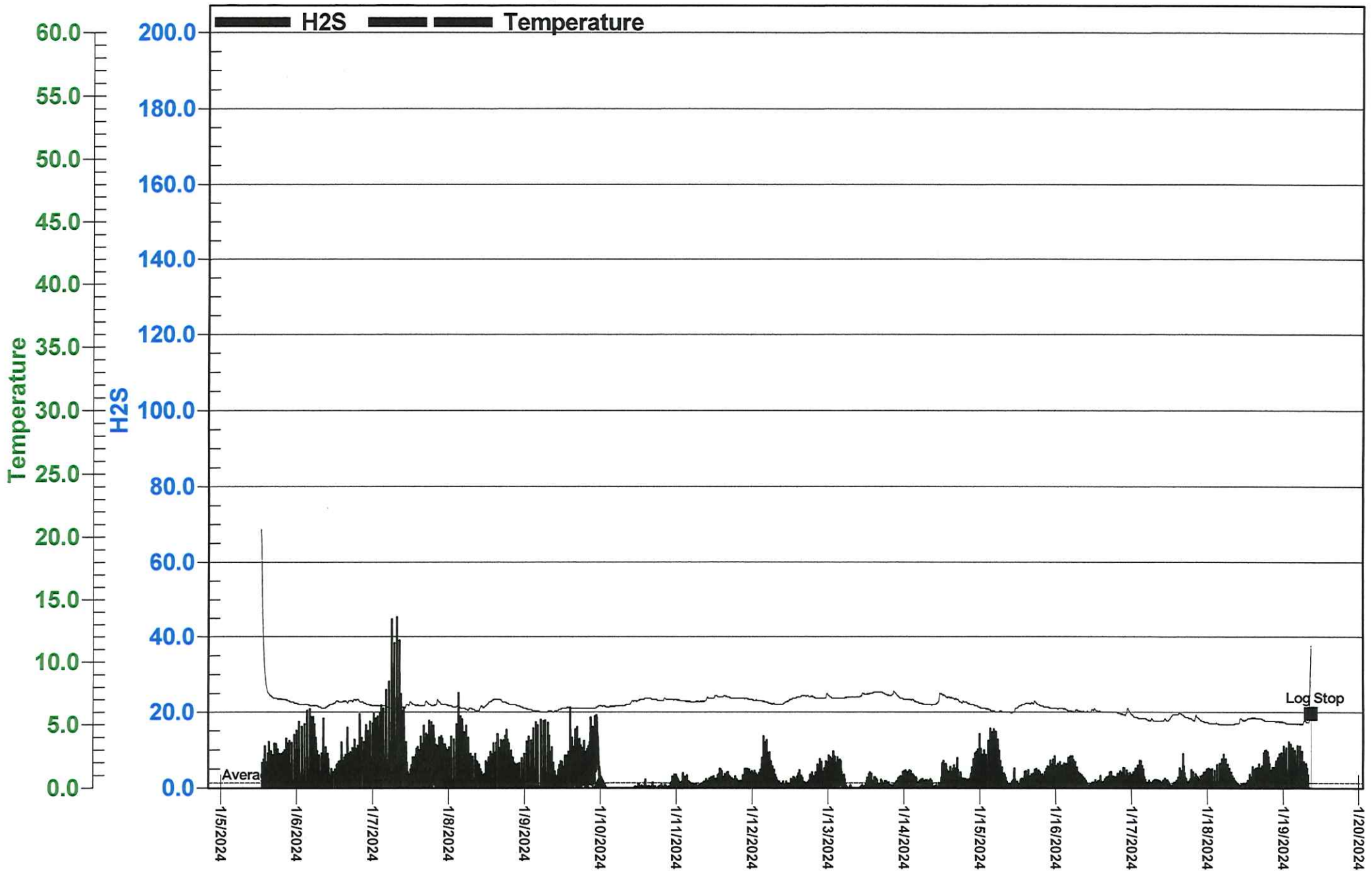
January 13 2023-119 Remington Street: Session 1



Period Displayed: 1/5/2024 - 1/13/2024 (Oda File: January 13 2023-119 Remington Street.oda -- Serial Number: Odialog Type L2-RTx 01216300 Instrument Range 0-0PPM)

Average 0.2 Month Transition Min 0.0 Max 9.7 (Use Screen Data Only)

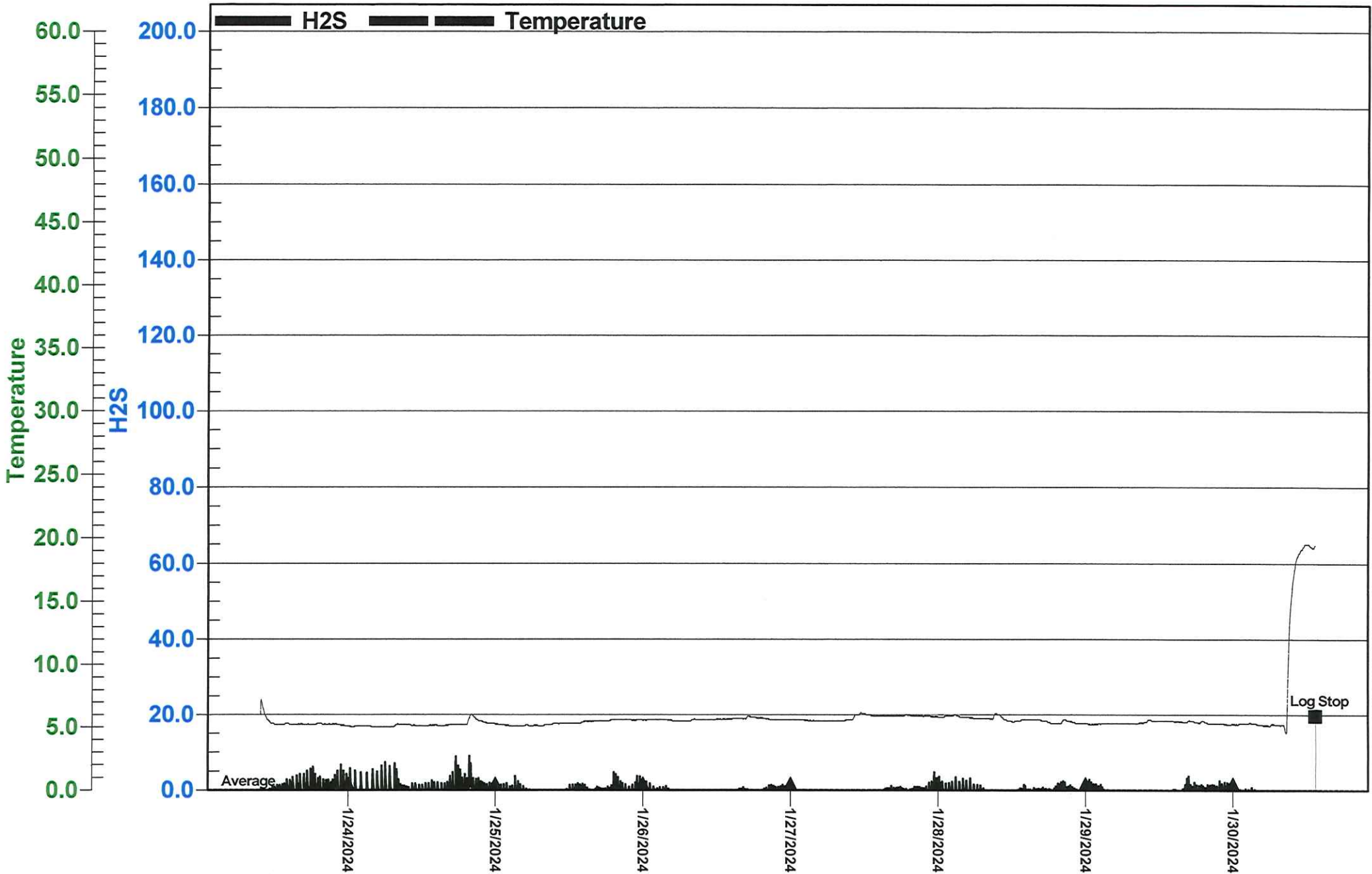
January 19 2024-Poole Road: Session 1



Period Displayed: 1/4/2024 - 1/20/2024 (Oda File: January 19 2024-Poole Road.oda -- Serial Number: Odalog Type L2-RTx 08116050 Instrument Range 0-0PPM)

Average 1.3 ▲ Month Transition Min 0.0 Max 45.3 (Use Screen Data Only)

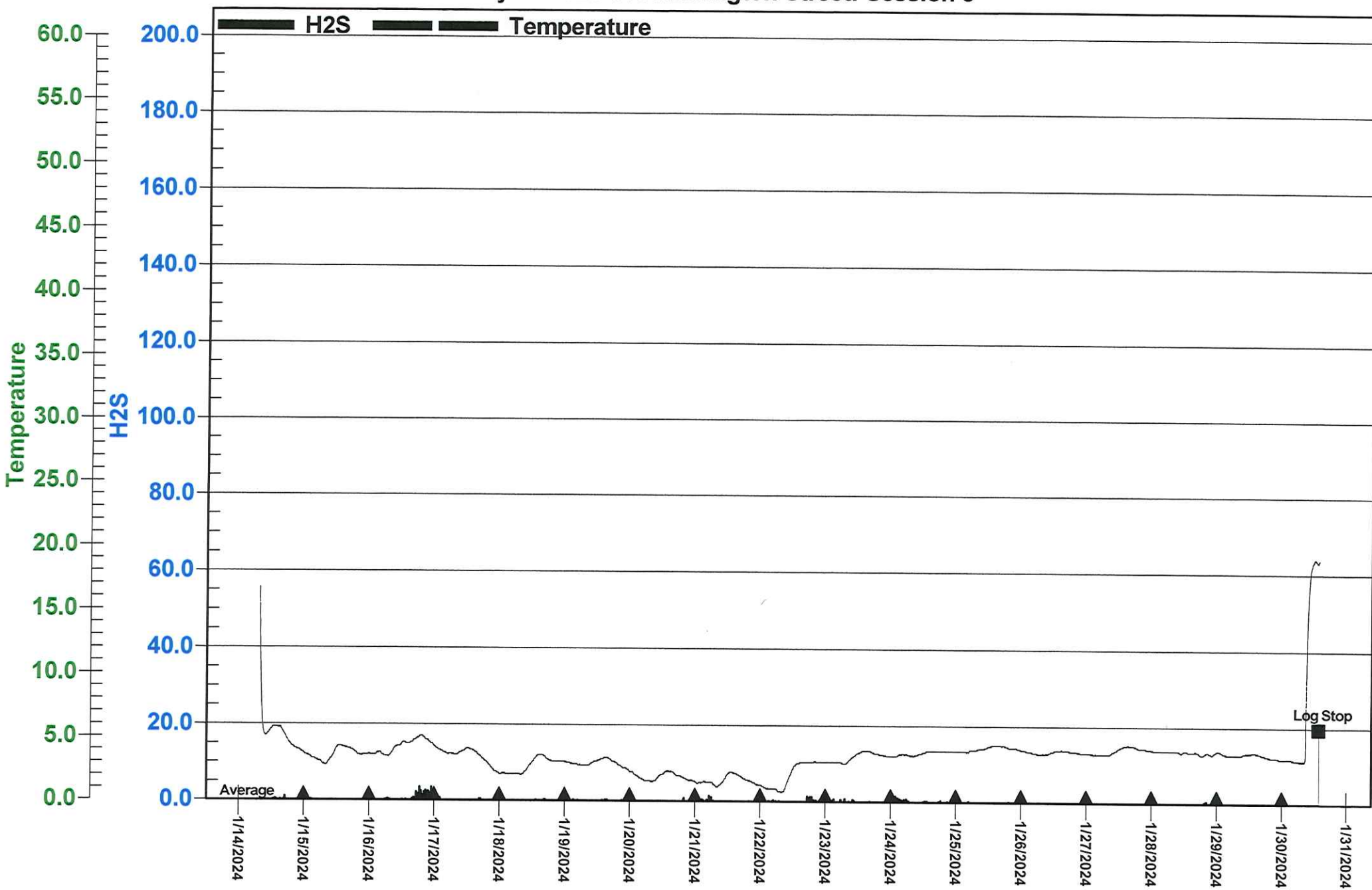
January 30 2024-Poole Road: Session 1



Period Displayed: 1/23/2024 - 1/30/2024 (Oda File: January 30 2024-Poole Road.oda -- Serial Number: Odialog Type L2-RTx 08116050 Instrument Range 0-0PPM)

Average 0.2 Month Transition Min 0.0 Max 8.9 (Use Screen Data Only)

January 30 2024-318 Remington Street: Session 3



Average 0.0

 Month Transition Min 0.0 Max 3.5 (Use Screen Data Only)

WPCA Reserve Capacity Maintenance Fund - 2023/2024

December 2023

Cash Balance @ 7/01/2023

FNB# 27650

\$ 20,795.27

CADRE

\$ 851,904.25

\$ 872,699.52

RECEIPTS:	BUDGET	MONTH	YTD	VARIANCE
Interest Income	\$ -	\$ 1,045.66	\$ 6,973.18	\$ (6,973.18)
From Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Due From Other Funds	\$ -	\$ -	\$ -	\$ -
Transfer In	\$ 562,000	\$ 562,000.00	\$ 562,000.00	\$ -
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -
Transfer from Assessment	\$ 288,000	\$ -	\$ -	\$ 288,000.00
Transfer from O&M Line Item	\$ 318,000	\$ -	\$ -	\$ 318,000.00
Grant Income	\$ 1,896,000	\$ -	\$ -	\$ 1,896,000.00
Transfer From Fund Balance	\$ 673,000	\$ -	\$ -	\$ 673,000.00
TOTAL RECEIPTS	\$ 3,737,000	\$ 563,045.66	\$ 568,973.18	\$ 3,168,026.82

DISBURSEMENTS:

Plant Upgrades	\$ 3,737,000	\$ 14,704.25	\$ 121,093.97	\$ 3,615,906.03
Emergency Repairs	\$ -	\$ -	\$ -	\$ -
Accounts Payable 2022 2023	\$ -	\$ -	\$ 105,563.33	\$ (105,563.33)
Misc Repairs	\$ -	\$ -	\$ -	\$ -
Transfer Out to ADMIN	\$ -	\$ -	\$ -	\$ -
Due From Other Funds	\$ -	\$ -	\$ -	\$ -
Sewer Development	\$ -	\$ 11,513.75	\$ 18,133.75	\$ (18,133.75)
	\$ 3,737,000	\$ 26,218.00	\$ 244,791.05	\$ 3,492,208.95

CASH POSITION SUMMARY:

Transfers between Peoples/TD	\$ (562,000.00)		
Cash Balance @ 7/01/2023	\$ 872,699.52	\$ 51,004.22	First National Bank
YTD Receipts:	\$ 568,973.18	\$ 583,877.43	CADRE
YTD Disbursements:	\$ 244,791.05		
Cash Balance @ 12/31/2023	\$ 634,881.65	\$ 634,881.65	\$ -

WPCA Administration Fund - 2023/2024

December

2023

Cash Balance 7/1/2023

FNB# 6475

\$79,738.00

Scanned Account

\$6,742.29

AMBAC Admin

\$2,699,123.48

AMBAC Reserve

\$463,963.00

INVOICE CLOUD

\$2,823.52

06-Feb-24

\$ 3,252,390.29

RECEIPTS

BUDGET

MONTH

YTD

VARIANCE

User Fees 23 24	\$ 1,553,000	\$ 9,818.17	\$ 1,536,055.57	\$ 16,944.43
Prison	\$ 895,000	\$ -	\$ 227,899.56	\$ 667,100.44
Prison 2022/2023	\$ -	\$ -	\$ 210,020.29	\$ (210,020.29)
Kent Farms	\$ 19,000	\$ -	\$ 18,915.18	\$ 84.55
Delinquent Payments	\$ 51,000	\$ 1,012.72	\$ 18,926.04	\$ 32,073.96
H.P. Hood	\$ 678,000	\$ -	\$ -	\$ 678,000.00
H.P. Hood 2022/2023	\$ -	\$ -	\$ 483,969.99	\$ (483,969.99)
Interest & Fees	\$ 31,000	\$ 2,454.81	\$ 22,315.61	\$ 8,684.39
Permits & Septic	\$ 54,000	\$ 5,423.76	\$ 19,738.77	\$ 34,261.23
Misc Income	\$ -	\$ -	\$ 1,191.97	\$ (1,191.97)
- Scrap metal	\$ -	\$ -	\$ -	\$ -
Due To/Due From	\$ -	\$ -	\$ -	\$ -
Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Appropriation Refunds	\$ -	\$ -	\$ -	\$ -
Invest Income O&M	\$ 40,000	\$ 7,158.69	\$ 37,034.88	\$ 2,965.12
Invest Income Reserve	\$ -	\$ 814.77	\$ 4,815.40	\$ (4,815.40)
Grant \$ Received	\$ -	\$ -	\$ 884.00	\$ (884.00)
Transfer from Fund Balance	\$ 673,000	\$ -	\$ -	\$ 673,000.00
TOTAL RECEIPTS	\$ 3,994,000	\$ 26,682.92	\$ 2,581,767.26	\$ 1,412,232.47

EXPENDITURES

Payroll Payable (2022/2023)	\$ -	\$ -	\$ 538.25	\$ (538.25)
Payroll (with SS)	\$ 1,130,000	\$ 80,857.37	\$ 508,821.67	\$ 621,178.33
Other Expenditures	\$ 2,178,000	\$ 74,130.59	\$ 671,209.44	\$ 1,506,790.56
Due To/Due From	\$ -	\$ 9,820.08	\$ (8,760.82)	\$ 8,760.82
Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Accounts Payable	\$ -	\$ -	\$ 193,799.65	\$ (193,799.65)
Transfer to RCM	\$ 673,000	\$ -	\$ -	\$ 673,000.00
TOTAL DISBURSEMENTS	\$ 3,981,000	\$ 164,808.04	\$ 1,365,608.19	\$ 2,615,391.81

Cash Reconciliation 12/31/2023

XFERS TO OTHER ACCOUNT

\$ -

FNB# 6475

\$ 55,234.06

Scanned Account

\$ 221,061.08

Invoice Cloud

\$ 8,578.28

AMBAC Admin

\$ 3,714,897.54

AMBAC Reserve

\$ 468,778.40

\$ 4,468,549.36 \$ 4,468,549.36 \$ -

WPCA Administration Fund - 2023/2024

December 2023

Prior/Current Year Comparison

RECEIPTS	2022/2023 Month	2023/2024 Month	Variance	2022/2023 Year To Date	2023/2024 Year To Date	Variance
User Fees current Year	\$ 8,784.01	\$ 9,818.17	\$ 1,034.16	\$ 1,463,172.94	\$ 1,536,055.57	\$ 72,882.63
Prison	\$ 220,266.98	\$ -	\$ (220,266.98)	\$ 220,266.98	\$ 227,899.56	\$ 7,632.58
Prison Last Fiscal year	\$ -	\$ -	\$ -	\$ 210,937.16	\$ 210,020.29	\$ (916.87)
Kent Farms	\$ -	\$ -	\$ -	\$ 15,174.82	\$ 18,915.18	\$ 3,740.36
Delinquent Payments	\$ 2,774.86	\$ 1,012.72	\$ (1,762.14)	\$ 31,131.25	\$ 18,926.04	\$ (12,205.21)
H.P. Hood	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
H.P. Hood Last Fiscal year	\$ -	\$ -	\$ -	\$ 219,361.04	\$ 483,969.99	\$ 264,608.95
Interest & Fees	\$ 5,878.88	\$ 2,454.81	\$ (3,424.07)	\$ 23,756.21	\$ 22,315.61	\$ (1,440.60)
Permits & Septic	\$ 11,722.50	\$ 5,423.76	\$ (6,298.74)	\$ 29,204.39	\$ 19,738.77	\$ (9,465.62)
Misc Income	\$ -	\$ -	\$ -	\$ 10,514.30	\$ 1,191.97	\$ (9,322.33)
- Scrap metal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due To/Due From	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clerk of the Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Appropriation Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Invest Income O&M	\$ 4,244.40	\$ 7,158.69	\$ 2,914.29	\$ 17,866.45	\$ 37,034.88	\$ 19,168.43
Invest Income Reserve	\$ 720.51	\$ 814.77	\$ 94.26	\$ 3,075.69	\$ 4,815.40	\$ 1,739.71
Grant \$ Received	\$ -	\$ -	\$ -	\$ -	\$ 884.00	\$ 884.00
Transfer from Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS	\$ 254,392.14	\$ 26,682.92	\$ (227,709.22)	\$ 2,244,461.23	\$ 2,581,767.26	\$ 337,306.03
EXPENDITURES						
Payroll Payable (Last Fiscal yr)	\$ -	\$ -	\$ -	\$ -	\$ 538.25	\$ 538.25
Payroll (with SS)	\$ 72,662.13	\$ 80,857.37	\$ 8,195.24	\$ 466,295.81	\$ 508,821.67	\$ 42,525.86
Other Expenditures	\$ 90,659.93	\$ 74,130.59	\$ (16,529.34)	\$ 699,235.23	\$ 671,209.44	\$ (28,025.79)
Due To/Due From	\$ 9,890.76	\$ 9,820.08	\$ (70.68)	\$ 4,062.57	\$ (8,760.82)	\$ (12,823.39)
Clerk of the Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable	\$ -	\$ -	\$ -	\$ 165,847.28	\$ 193,799.65	\$ 27,952.37
Transfer to RCM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL DISBURSEMENTS	\$ 173,212.82	\$ 164,808.04	\$ (8,404.78)	\$ 1,335,440.89	\$ 1,365,608.19	\$ 30,167.30

WPCA Assessment Fund

2023/2024

December 2023

Cash Balance 7/1/2023

FNB
CADRE

\$75,251.60

\$95,310.83

06-Feb-24
01:54 PM

\$170,562.43

RECEIPTS

BUDGET

MONTH

YTD

VARIANCE

Developer's Agreements	\$ 110,000	\$ -	\$ 32,000.00	\$ 78,000.00
Current Assessments	\$ 21,000	\$ -	\$ 13,092.31	\$ 7,907.69
Assessments-Prior Years	\$ 1,000	\$ -	\$ -	\$ 1,000.00
Penalty Interest & Fees	\$ 1,000	\$ -	\$ 79.60	\$ 920.40
Advance Collection	\$ 2,000	\$ -	\$ 3,893.06	\$ (1,893.06)
Due To Others	\$ -	\$ -	\$ (1,616.17)	\$ 1,616.17
Investment Interest	\$ 7,000	\$ 194.34	\$ 1,051.69	\$ 5,948.31
Transfer from Assessment Fund Bal	\$ 146,000	\$ 146,000.00	\$ 146,000.00	\$ -
TOTAL REVENUE	\$ 288,000	\$ 146,194.34	\$ 194,500.49	\$ 93,499.51

DISBURSEMENTS

Service Charge	\$ -	\$ -	\$ -	\$ -
To General Fund Prior Year	\$ -	\$ -	\$ -	\$ -
To General Fund Current Year	\$ -	\$ -	\$ -	\$ -
Due To Others	\$ -	\$ -	\$ -	\$ -
Misc Expense	\$ -	\$ -	\$ -	\$ -
Transfer to RCM	\$ 288,000	\$ -	\$ -	\$ 288,000.00
	\$ 288,000	\$ -	\$ -	\$ 288,000.00

Cash Balance @ 12/31/2023

XFERS \$ 146,000.00

FNB \$ 107,251.60

CADRE \$ 111,811.32

\$ 365,062.92

\$365,062.92

\$ -

WPCA Assessment Fund - 2023/2024

December 2023

Prior/Current Year Comparison 06-Feb-24
01:54 PM

RECEIPTS	Prior Year Month	Current Year Month	Variance	Prior Year Year To Date	Current Year Year To Date	Variance
Developer's Agreements	\$ 24,000.00	\$ -	\$ (24,000.00)	\$ 88,110.64	\$ 32,000.00	\$ (56,110.64)
Current Assessments	\$ -	\$ -	\$ -	\$ 34,104.33	\$ 13,092.31	\$ (21,012.02)
Assessments-Prior Years	\$ -	\$ -	\$ -	\$ 4,168.15	\$ -	\$ (4,168.15)
Penalty Interest & Fees	\$ -	\$ -	\$ -	\$ 1,137.20	\$ 79.60	\$ (1,057.60)
Advance Collection	\$ -	\$ -	\$ -	\$ 3,016.21	\$ 3,893.06	\$ 876.85
Due To Others	\$ 5,828.19	\$ -	\$ (5,828.19)	\$ -	\$ (1,616.17)	\$ (1,616.17)
Investment Interest	\$ 1,069.07	\$ 194.34	\$ (874.73)	\$ 4,424.27	\$ 1,051.69	\$ (3,372.58)
Transfer from Assessment Fund	\$ -	\$ 146,000.00	\$ 146,000.00	\$ -	\$ 146,000.00	\$ 146,000.00
TOTAL RECEIPTS	\$ 30,897.26	\$ 146,194.34	\$ 115,297.08	\$ 134,960.80	\$ 194,500.49	\$ 59,539.69
EXPENDITURES						
Service Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To General Fund Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To General Fund Current Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due To Others	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to RCM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL DISBURSEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Town of Suffield Water Pollution Control Authority
2023/2024 Operation and Maintenance Budget**

2023

DECEMBER

	23/24 Budget	23/24 Current Month	23/24 Year To Date	23/24 Variance	23/24 % Unexpended	
50160 · Payroll	\$ 1,050,000	\$ 78,115.51	\$ 472,196.55	\$ 577,803.45	55%	
50220 · Social security	\$ 80,000	\$ 5,690.54	\$ 34,436.48	\$ 45,563.52	57%	
50230 · Pension	\$ 108,000		\$ 107,897.00	\$ 103.00	0%	
50232 - OPEB CONTRIBUTION	\$ 82,000		\$ 82,219.00	\$ (219.00)	0%	
50270 · Workers Comp	\$ 18,000		\$ 8,466.00	\$ 9,534.00	53%	
50290 - Safety Supplies	\$ 14,000	\$ 403.45	\$ 4,172.93	\$ 9,827.07	70%	
50341 · Legal/advice	\$ 48,000	\$ 3,296.48	\$ 6,677.42	\$ 41,322.58	86%	
50384 · Uniforms	\$ 7,000	\$ 317.95	\$ 3,462.99	\$ 3,537.01	51%	
50385 · Tests	\$ 45,000	\$ 3,479.35	\$ 20,557.04	\$ 24,442.96	54%	
50409 · Waste disposal	\$ 255,000	\$ 12,882.82	\$ 63,444.34	\$ 191,555.66	75%	
50433· Process Equip - R&M	\$ 115,000	\$ 7,957.30	\$ 15,375.72	\$ 99,624.28	87%	
50436 · R & M - Vehicles	\$ 16,000	\$ 1,614.11	\$ 7,279.24	\$ 8,720.76	55%	
50439 · Service Contracts	\$ 46,000	\$ 1,770.33	\$ 25,848.26	\$ 20,151.74	44%	
50445 · Plant Maint	\$ 77,000	\$ 3,706.02	\$ 21,493.85	\$ 55,506.15	72%	
50446 · Collection System	\$ 44,000		\$ 11,211.27	\$ 32,788.73	75%	
50520 · Insurance	\$ 36,000		\$ 17,908.00	\$ 18,092.00	50%	
50521 · Employee Insur	\$ 331,000	\$ 17,624.21	\$ 102,239.59	\$ 228,760.41	69%	
50530 · Postage	\$ 4,000	\$ 54.92	\$ 949.64	\$ 3,050.36	76%	
50531 · Telephone	\$ 16,000	\$ 1,212.74	\$ 6,189.22	\$ 9,810.78	61%	
50540 · Advertising	\$ 3,000		\$ 1,697.16	\$ 1,302.84	43%	
50581 · Mileage	\$ 2,000	\$ 131.00	\$ 232.20	\$ 1,767.80	88%	
50612 · Office supplies	\$ 21,000	\$ 902.00	\$ 4,397.91	\$ 16,602.09	79%	
50622 · Electricity	\$ 185,000	\$ 46.19	\$ 4,589.32	\$ 180,410.68	98%	
50624 · Fuel oil - heat	\$ 7,000		\$ 1,027.01	\$ 5,972.99	85%	
50626 · Gas - automotive	\$ 23,000		\$ 5,459.00	\$ 17,541.00	76%	
50627 · Water	\$ 7,000	\$ 1,267.18	\$ 3,461.12	\$ 3,538.88	51%	
50750 · Cap Replace - Vehicles	\$ -		\$ -	\$ -	#DIV/0!	
50755 · Cap Improve	\$ -		\$ -	\$ -	#DIV/0!	
50760 · Tools & Equip	\$ 35,000	\$ 233.78	\$ 13,035.00	\$ 21,965.00	63%	
50802 · Administration Fees/REFUNDS	\$ -		\$ -	\$ -	#DIV/0!	
50810 · Dues & Subs	\$ 4,000	\$ 150.00	\$ 1,028.00	\$ 2,972.00	74%	
50812 · Training	\$ 20,000		\$ 3,072.00	\$ 16,928.00	85%	
50855 · Medical Exps	\$ 3,000	\$ 90.00	\$ 270.00	\$ 2,730.00	91%	
50899 · Reserve Cap Projects	\$ 318,000		\$ -	\$ 318,000.00	100%	
50911 - Transfer to RCM	\$ 673,000		\$ -	\$ 673,000.00	100%	
50920 · Contingency	\$ 96,000		\$ -	\$ 96,000.00	100%	
50940 · Engineering Services	\$ 11,000	\$ 4,140.00	\$ 23,988.75	\$ (12,988.75)	-118%	
50955 · Interest Expense	\$ 5,000		\$ -	\$ 5,000.00	100%	
50969 · Chemicals	\$ 27,000	\$ 917.98	\$ 11,037.98	\$ 15,962.02	59%	
#1 - Thompsonville Rd-63	\$ 19,000	\$ 1,429.26	\$ 25,594.49	\$ (6,594.49)	-35%	
#10 - Mapleton Estates-71	\$ 4,000	\$ 95.24	\$ 1,141.59	\$ 2,858.41	71%	
#11 - Mapleton Ave-72	\$ 9,000	\$ 294.29	\$ 2,917.94	\$ 6,082.06	68%	
#12 - Bridge St-73	\$ 11,000	\$ 162.78	\$ 1,956.94	\$ 9,043.06	82%	
#13 - Stony Brook-74	\$ 5,000	\$ 136.71	\$ 960.51	\$ 4,039.49	81%	
#2 - Southfield-62	\$ 4,000	\$ 137.94	\$ 1,365.14	\$ 2,634.86	66%	
#3 - Mountain Road-64	\$ 15,000	\$ 602.60	\$ 9,846.97	\$ 5,153.03	34%	
#4 - River Blvd-65	\$ 9,000	\$ 494.72	\$ 2,393.11	\$ 6,606.89	73%	
#5 - Fairhill Lane-66	\$ 12,000	\$ 404.38	\$ 3,339.53	\$ 8,660.47	72%	
#6 - Suffield Meadows-67	\$ 10,000	\$ 179.65	\$ 1,561.51	\$ 8,438.49	84%	
#7 - Poole Rd.-68	\$ 9,000	\$ 80.26	\$ 8,484.75	\$ 515.25	6%	
#8 - Plantation Dr-69	\$ 12,000	\$ 4,260.06	\$ 5,236.73	\$ 6,763.27	56%	
#9 - Eagles Watch-70	\$ 7,000	\$ 99.33	\$ 892.16	\$ 6,107.84	87%	
#16 Prospect Hill Estates	\$ 6,000	\$ 118.28	\$ 1,261.55	\$ 4,738.45	79%	
#17 Cedar Crest Drive	\$ 6,000	\$ 184.75	\$ 1,302.52	\$ 4,697.48	78%	
#18 Wisteria Lane	\$ 6,000	\$ 121.11	\$ 875.77	\$ 5,124.23	85%	
#19 Malec Farms	\$ 5,000	\$ 98.74	\$ 1,027.29	\$ 3,972.71	79%	
	\$ 3,981,000	\$ 154,903.96	\$ 1,155,478.49	\$ 2,825,521.51	71%	s/b 50%

Accruals

Town of Suffield Water Pollution Control Authority
2023/2024 Operation and Maintenance Budget

2023 December	23/24 Budget	23/24 Current Month	23/24 Year To Date	23/24 Variance	23/24 % Unexpended	
50160 · Payroll	\$ 1,050,000	\$ 78,115.51	\$ 472,196.55	\$ 577,803.45	55%	
50220 · Social security	\$ 80,000	\$ 5,690.54	\$ 34,436.48	\$ 45,563.52	57%	
50230 · Pension	\$ 108,000	\$ 9,000.00	\$ 54,000.00	\$ 54,000.00	50%	
50232 · OPEB CONTRIBUTION	\$ 82,000	\$ 6,833.33	\$ 41,000.00	\$ 41,000.00	50%	
50270 · Workers Comp	\$ 18,000	\$ 1,500.00	\$ 9,000.00	\$ 9,000.00	50%	
50290 · Safety Supplies	\$ 14,000	\$ 403.45	\$ 4,172.93	\$ 9,827.07	70%	
50341 · Legal/advice	\$ 48,000	\$ 3,296.48	\$ 6,677.42	\$ 41,322.58	86%	
50384 · Uniforms	\$ 7,000	\$ 317.95	\$ 3,462.99	\$ 3,537.01	51%	
50385 · Tests	\$ 45,000	\$ 3,479.35	\$ 20,557.04	\$ 24,442.96	54%	
50409 · Waste disposal	\$ 255,000	\$ 12,882.82	\$ 63,444.34	\$ 191,555.66	75%	
50433 · Process Equip - R&M	\$ 115,000	\$ 7,957.30	\$ 15,375.72	\$ 99,624.28	87%	
50436 · R & M - Vehicles	\$ 16,000	\$ 1,614.11	\$ 7,279.24	\$ 8,720.76	55%	
50439 · Service Contracts	\$ 46,000	\$ 1,770.33	\$ 25,848.26	\$ 20,151.74	44%	
50445 · Plant Maint	\$ 77,000	\$ 3,706.02	\$ 21,493.85	\$ 55,506.15	72%	
50446 · Collection System	\$ 44,000	\$ -	\$ 11,211.27	\$ 32,788.73	75%	
50520 · Insurance	\$ 36,000	\$ 3,000.00	\$ 18,000.00	\$ 18,000.00	50%	
50521 · Employee Insur	\$ 331,000	\$ 17,624.21	\$ 102,239.59	\$ 228,760.41	69%	
50530 · Postage	\$ 4,000	\$ 54.92	\$ 949.64	\$ 3,050.36	76%	
50531 · Telephone	\$ 16,000	\$ 1,212.74	\$ 6,189.22	\$ 9,810.78	61%	
50540 · Advertising	\$ 3,000	\$ -	\$ 1,697.16	\$ 1,302.84	43%	
50581 · Mileage	\$ 2,000	\$ 131.00	\$ 232.20	\$ 1,767.80	88%	
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50622 · Electricity	\$ 185,000	\$ 46.19	\$ 4,589.32	\$ 180,410.68	98%	
50624 · Fuel oil - heat	\$ 7,000	\$ -	\$ 1,027.01	\$ 5,972.99	85%	
50626 · Gas - automotive	\$ 23,000	\$ -	\$ 5,459.00	\$ 17,541.00	76%	
50627 · Water	\$ 7,000	\$ 1,267.18	\$ 3,461.12	\$ 3,538.88	51%	
50750 · Cap Replace - Vehicles	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
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50760 · Tools & Equip	\$ 35,000	\$ 233.78	\$ 13,035.00	\$ 21,965.00	63%	
50802 · Administration Fees/REFUNDS	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
50810 · Dues & Subs	\$ 4,000	\$ 150.00	\$ 1,028.00	\$ 2,972.00	74%	
50812 · Training	\$ 20,000	\$ -	\$ 3,072.00	\$ 16,928.00	85%	
50855 · Medical Exps	\$ 3,000	\$ 90.00	\$ 270.00	\$ 2,730.00	0%	
50899 · Reserve Cap Projects	\$ 318,000	\$ 26,500.00	\$ 159,000.00	\$ 159,000.00	50%	
50911 · Transfer to RCM	\$ 673,000	\$ 56,083.33	\$ 336,500.00	\$ 336,500.00	50%	
50920 · Contingency	\$ 96,000	\$ 8,000.00	\$ 48,000.00	\$ 48,000.00	50%	
50940 · Engineering Services	\$ 11,000	\$ 4,140.00	\$ 23,988.75	\$ (12,988.75)	0%	
50955 · Interest Expense	\$ 5,000	\$ -	\$ -	\$ 5,000.00	100%	
50969 · Chemicals	\$ 27,000	\$ 917.98	\$ 11,037.98	\$ 15,962.02	59%	
#1 -Thompsonville Rd-63	\$ 19,000	\$ 1,429.26	\$ 25,594.49	\$ (6,594.49)	-35%	
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#18 Wisteria Lane	\$ 6,000	\$ 121.11	\$ 875.77	\$ 5,124.23	85%	
#19 Malec Farms	\$ 5,000	\$ 98.74	\$ 1,027.29	\$ 3,972.71	79%	
	\$ 3,981,000	\$ 265,820.63	\$ 1,604,488.49	\$ 2,376,511.51	60%	s/b 50%

1:59 PM

Town of Suffield WPCA Administration Fund

02/06/24

Trial Balance

Accrual Basis

As of December 31, 2023

	Dec 31, 23	
	Debit	Credit
10141 • Cash - FNB	55,234.06	
10142 • Transfer - FNB	0.00	
10143 • Cash - TD Bank	3,714,897.54	
10144 • WPCA Reserve Fund	468,778.40	
10145 • Petty Cash	0.00	
10146 • Lockbox	0.00	
10926 • INVOICE CLOUD	8,578.28	
10927 • Scanned Account - Town TDBank	221,061.08	
10203 • Accounts Receivable	164,717.55	
10207 • Septage Fees Receivable	10,085.24	
10209 • DEP Grant Receivable	0.00	
1140 • Prison Grant Receivable	0.00	
10920 • Inventory Asset	0.00	
10921 • Deposit clearing	0.00	
10922 • Prepaid Expense	0.00	
10923 • Uncategorized Income	0.00	
10924 • Undeposited Funds	0.00	
1200 • Grants receivable	0.00	
10800 • Capital Contributions (from RCM		996,651.28
10801 • Buildings	10,652,894.50	
10802 • Construction in Progress	497,494.32	
10803 • Land	16,038,335.00	
10804 • Land improvement	0.00	
10805 • Vehicles	822,091.00	
10806 • Equipment	17,943,504.22	
10807 • Jet Truck	0.00	
10808 • Less accumulated depreciation		28,494,176.10
10809 • Infrastructure	1,446,193.43	
10925 • Deferred costs	0.00	
20201 • Accounts Payable		1,084.29
20204 • Payroll Payable	0.00	
20450 • Loans Payable To Town	0.00	
2050 • Accrued Payroll	0.00	
20601 • Lease Liability	0.00	
20205 • Clerk of the works	0.00	
20402 • Due to other funds		2,266.84
20403 • Due to Town (aka 20403)	40.70	
20404 • Due to Sewer Project (RCM)	0.10	
20451 • Accrued Expenses		11,567.43
20801 • Due to GF (aka 20860)		10,602.23
20602 • Capital Lease Liability - L/T		132,292.47
30350 • Retained Earnings		23,507,135.95
30910 • FUND BALANCE-UNRESERVED-contra	2,136,209.95	
3100 • Opening Bal Equity		0.10
40120 • Grant Income		884.00
40402 • Interest income		41,850.28
40596 • User charges		2,092,712.69
40597 • Penalties and interest		17,336.22
40598 • Permits/septic		25,888.77
40803 • Miscellaneous income		1,145.21
50160 • Payroll	472,196.55	
50220 • Social security	34,436.48	
50230 • Pension	107,897.00	
50232 • OPEB Contribution	82,219.00	
50270 • Workers compensation	8,466.00	
50290 • Safety/Wellness	4,172.93	
50341 • Legal/advice	6,677.42	
50384 • Uniforms/cleaning	3,462.99	
50385 • Tests	20,837.92	
50409 • Waste disposal	63,444.34	
50433 • Process equip - repair/main	30,752.54	
50436 • R & M - vehicles	7,279.24	
50439 • Service maintenance contracts	25,848.26	
50445 • Plant maintenance	32,350.31	

1:59 PM

Town of Suffield WPCA Administration Fund

02/06/24

Trial Balance

Accrual Basis

As of December 31, 2023

	Dec 31, 23	
	Debit	Credit
50446 · Collection system main	23,799.16	
50520 · Property/liability/umbrella ins	17,908.00	
50521 · Employee insurance	102,239.59	
50530 · Postage	949.64	
50531 · Telephone	6,189.22	
50540 · Advertising	1,697.16	
50581 · Mileage/car allowance	232.20	
50612 · Office supplies	4,397.91	
50622 · Electricity	30,336.15	
50624 · Fuel oil - heat	1,292.89	
50626 · Gas - automotive	5,459.00	
50627 · Water	3,543.36	
50760 · Tools and equipment	14,005.03	
50802 · Refunds	0.00	
50810 · Dues and Subscriptions	1,028.00	
50812 · Training	3,072.00	
50855 · Medical expenses	270.00	
50940 · Engineering Services	24,713.75	
50969 · Chemicals	14,304.45	
TOTAL	55,335,593.86	55,335,593.86

2:01 PM

02/06/24

Accrual Basis

Town of Suffield Sewer Project Fund

Trial Balance

As of December 31, 2023

	Dec 31, 23	
	Debit	Credit
10143 • Cash - CADRE	583,877.43	
10147 • Cash - WPCA RCA	51,004.22	
10148 • Cash - Reich & Tang	0.00	
10209 • - Grants Receivable		0.10
20801 • Due from general fund	0.00	
20201 • Accounts payable	0.00	
20501 • Deferred revenue	0.18	
20701 • Due to other agencies		0.02
2100 • Due to general fund	0.00	
30300 • Opening Bal Equity	0.00	
30301 • Fund balance		767,136.25
40402 • Interest		6,973.18
50785 • Sewer Development	18,133.75	
50786 • Plant Upgrades	121,093.97	
TOTAL	<u>774,109.55</u>	<u>774,109.55</u>

2:02 PM

02/06/24

Accrual Basis

Town of Suffield Sewer Assessment Fund

Trial Balance

As of December 31, 2023

	Dec 31, 23	
	Debit	Credit
10143 • Cash - CADRE	111,811.32	
10149 • Cash - WPCA Assessment	107,251.60	
10250 • Assessments	134,473.57	
10601 • Due From Other Accounts	0.00	
1150 • Deposit Clearing	0.00	
1200 • Due from general fund	0.00	
20201 • Accounts Payable		35.00
20400 • Due to general fund	0.00	
20402 • Due To Other Funds	1,616.17	
20501 • Deferred revenue		134,473.57
20501 • Deferred revenue:2210 • Assessments paid in advance	0.00	
30301 • Fund balance		170,527.43
40025 • Revenue - Assessments		13,177.58
40030 • Revenue - Advance Collections		3,807.79
40035 • Revenue - Liens, interest, fees		79.60
40040 • Developers Agreements		32,000.00
40402 • Revenue - Use of Money & Proper		1,051.69
TOTAL	355,152.66	355,152.66

2:04 PM

02/06/24

Accrual Basis

Kent Farms Reserve

Trial Balance

As of December 31, 2023

	Dec 31, 23	
	Debit	Credit
10111 - Cash	117,014.18	
20860 - DT/DF WPCA	0.00	
Opening Balance Equity		146,215.81
Retained Earnings	30,403.63	
40402 - Interest Income		1,202.00
TOTAL	147,417.81	147,417.81

TOWN OF SUFFIELD

WPCA

844 East Street South, Suffield, CT 06078
www.suffieldct.gov



Julie Nigro
Business Administrator
jnigro@suffieldct.gov
860-668-3856

To: WPCA Commission

From: Julie Nigro, WPCA Business Administrator

gmr

CC:

Date: February 13, 2024

Re: Delinquent Accounts

We collected \$1,370.76 in the month of January – 6.12% of the major delinquents.

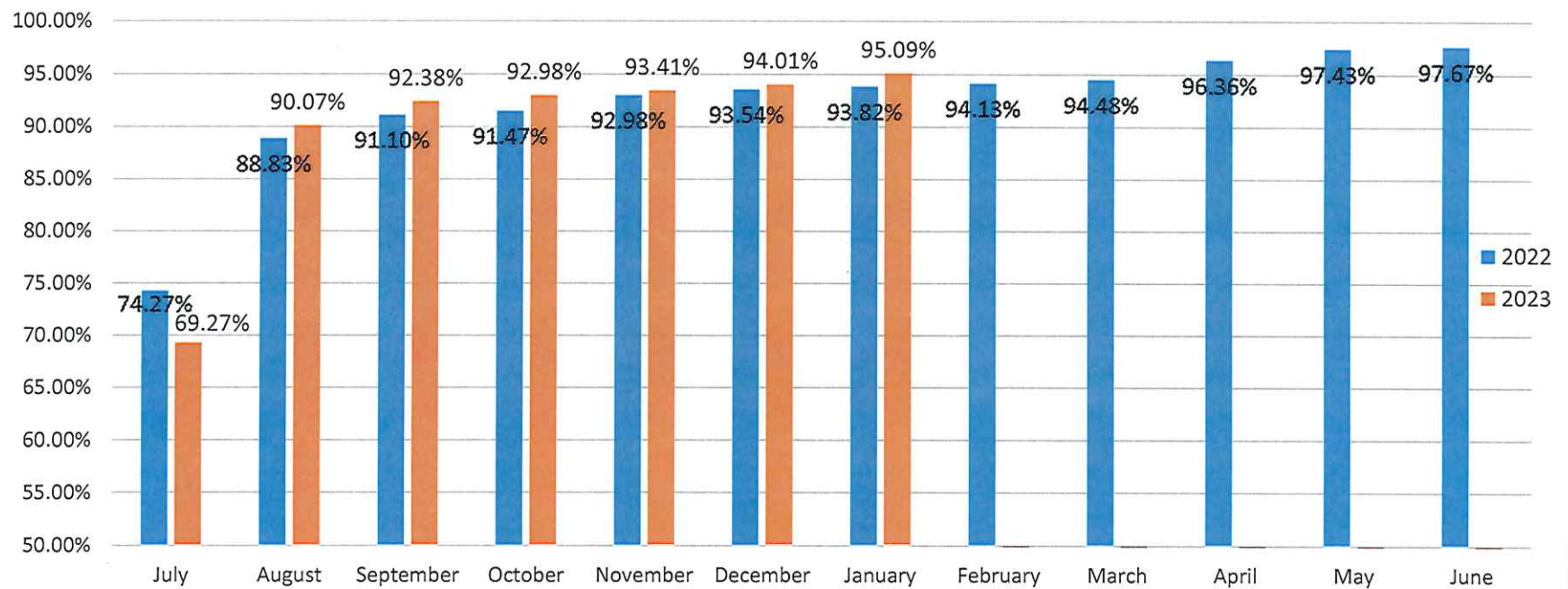
Our overall delinquent balance is \$128,790.73, with \$89,515.48 being the 2023 Sewer use, and a collection rate of 95.09% thru the end of January. Last year's collection rate thru the end of January on new bills was 93.82%.

Several accounts were sent email reminders and one account was sent a certified legal threat letter.

PAST DUE AS OF JANUARY 31, 2024

YEAR BILLED	BILLED	TOT Paid	Tax Due	INT Due	Lien Due	Fee Due	Total Due	Collection Rate to Date
YEAR 2017	1,286,911.21	1,286,601.21	310.00	367.35	24.00	0.00	701.35	99.98%
YEAR 2018	1,339,846.52	1,339,526.52	320.00	321.60	24.00	0.00	665.60	99.98%
YEAR 2019	1,445,473.70	1,445,133.70	340.00	280.50	24.00	0.00	644.50	99.98%
YEAR 2020	1,465,371.73	1,464,875.97	495.76	228.01	24.00	0.00	747.77	99.97%
YEAR 2021	1,544,595.53	1,540,998.53	3,597.00	923.72	84.00	1,335.00	5,939.72	99.77%
YEAR 2022	1,572,073.13	1,550,204.79	21,868.34	5,865.98	1,410.45	1,431.54	30,576.31	98.61%
YEAR 2023	1,649,433.31	1,568,392.53	81,040.78	8,374.77	0.00	99.93	89,515.48	95.09%
GRAND TOTAL			107,971.88	16,361.93	1,590.45	2,866.47	128,790.73	

Collection Rate Comparison to Last Year - Same Month



HISTORICAL COLLECTION RATE (CR)
compares **year-end** CR each yr to the **current month** CR

