

Minutes of the Regular Monthly Meeting of the
Suffield Water Pollution Control Authority & Treatment Facility
March 12, 2024

MEMBERS PRESENT:

Daniel Holmes, Chairman
Roger Ives, Vice
Chairman, Treasurer
Janet Davis
Frank Bauchiero
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 March 12, 2024 to order at 7:00 p.m.
- 2. CITIZEN INPUT:** None
- 3. APPROVAL OF MINUTES:**
 - February 15, 2024 Regular Meeting Minutes Review & Approval –
 - Janet Davis stated that under section 8c of Solids Evaluation, the following should be added to the last sentence: “at a cost of \$425 per trip and \$450 per dry ton at Mattabassett.”
 - Frank Bauchiero motioned to approve the Regular Meeting Minutes of February 15, 2024, with the mentioned change.
 - John Murphy seconded the motion; the motion passed unanimously
- 4. CHANGES TO THE AGENDA:** None
- 5. CHAIRMAN’S UPDATE:**
 - Congressman Courtney will be visiting the Town of Suffield WPCA on 3/13/24 between 2:00pm and 2:30pm to present the nearly one-million-dollar grant award for the repairs to the Stony Brook Interceptor. Everyone is welcome to join in this event.
- 6. TREASURER’S REPORT:**
 - Administration (O&M) Bills 2023/2024: \$96,479.11
 - RCM Bills 2023/2024: \$26,212.75
 - Administration fund distribution: (February’s payroll): \$77,411.56
 - Frank Bauchiero motioned to accept the Treasurer’s report.

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- John Murphy seconded the motion; Discussion ensued, with Janet Davis opposing the motion stating she does not think we should be disposing our sludge at Mattabassett when we have not met our MDC limit. Julie Nigro stated we won't know the exact amount we're sending to MDC, as our calculated dry ton and MDC's calculated dry ton are different, and we won't receive their calculated number for 2 months. Dan Holmes stated the MDC made very clear that we cannot go over our limit and the current WPCA sludge production rate is going to exceed our annual limit. To avoid going over our limit, we have been sending some excess to Mattabassett. Sending the sludge to Mattabassett has also allowed us to reduce the sludge blanket thickness in the secondary clarifiers to help reduce the likelihood of a sanitary sewer overflow (SSO) to the river.
- The motion passed, with Frank Bauchiero, John Murphy, Travis Watroba, Todd Mervosh, and Roger Ives in favor, and Janet Davis opposed

7. STAFF REPORTS:

a. Superintendent's Report-

Jamie Kreller reviewed his report and highlighted the following:

- Nitrogen average is higher due to rain storms and shutting off the aerators in order prevent a bypass
- DEEP inspection occurred last week. They inquired about our Sludge Volume Index (SVI) in September and October, as they were up to 400 SVI compared to our monthly average of 257. We explained that we were bulking at the time, but now we are utilizing Mattabassett to receive additional sludge to remain within compliance of our MDC agreement. Overall, the inspection went very well, and we should not incur any violations.
- A new transducer has been installed at Spaulding school to replace an older one that has begun to fail.
- WPCA operators took out an old transducer that was stuck in a pump at Pump Station No.3 (Mountain Road)
- WPCA operators cleaned and grinded the concrete garage floors in the tool room between the two digesters at the plant.
- A resident from Remington Street contacted the First Selectman to advise them of sewer smells in their home. The team checked our hydrogen sulfide (H₂S) recorders at Remington Street and Poole Road. The Remington Street results were zero part per million (ppm) and Poole Road was 20 PPM. As the readings increase in the coming months, the WPCA will start using chemical addition to reduce the H₂S readings.
- Finance board meeting for the audit resulted in no questions; however, they did state we should have deposited money in the STIF account earlier.
- Jamie Kreller and Mike Headd attended the Conservation Commission meeting for the Stony Brook repairs on February 27th. The Commission asked the WPCA to coordinate directly with their agent to support the sewer line repairs.
- The newest WPCA operator Kevin Bertrand is now an Operator 1 by the state's definition, and will move up to Operator 1 pay, per the Union contract, effective March 1, 2024.

b. Business Administrator's Report-

Julie Nigro reported the following:

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- The budget variance report through January is 53% unexpended.
- The WPCA collected 4.63% of the major delinquent list. One customer was referred to Andrew Barsom and we were able to contact another account regarding their delinquency and they agreed to pay online.
- Collection rate to the end of February is 95.25%. Last year this time it was 94.13%.
- STIF account is available for deposits/transfers and we will be moving money into it for the higher interest rate.
- Electricity Broker came back with several term agreements and rates. The lowest option being Constellation. The Commission reviewed terms for Constellation at 12, 24, 36, 48, and 60 months @ a price of \$0.1015 for all options except 36 & 60 months. 36 months being \$0.1013 & 60 months @ \$0.1020. The contract would begin in November 2024.
 - Travis Watroba motioned to approve the 36-month renewal agreement at a price of \$0.1013
 - John Murphy seconded the motion; the motion passed unanimously.

8. OLD BUSINESS:

a. Stony Brook Design –

- Mike Headd stated that, due to the recent erosion of the slope adjacent to Stony Brook, the design has been placed on hold, and the New Emergency Stony Brook Project has taken precedence.
- The soil boring contractor was on-site to perform a rock/ledge profile and obtain a rock core.
- We presented the Stony Brook Emergency Repair project to the Conservation Commission. They understood the urgency to repair the sewer and asked for us to coordinate directly with the conservation agent.
- Our consultant plans to develop three repair options:
 - Pipe will be realigned and backfilled with native soil
 - Pipe will be realigned and backfilled with an engineered soil
 - Pipe will be realigned and will be secured to the rock/ledge with concrete supports then backfilled with native soil

b. Morton Building Progress – We received three quotes for foundation work (\$55k, \$80k, and \$200k). Additional quotes will be obtained before deciding on next steps.

c. Solids Evaluation – A summary of costs related to the solids disposal at Mattabassett was presented via a handout, resulting in \$1,570 per dry ton. Jamie Kreller sent an email to the MDC asking if they would accept more sludge than our allotted 525 tons, which was unsuccessful. He also requested to extend our agreement through March 2025 and request an increase from 525 to 600 in maximum dry tons. The WPCA Superintendent received an email response from Mr. Tyler with a new draft agreement extending the timeline and increasing our limit to 600 dry tons at a disposal cost of \$415/ton.

d. Phase 2 Pipeline Rehabilitation – Cassotta Lane/Thompsonville Road Access – Mike Headd stated the drawings are finalized. The timeline for the bid is being assembled and will be sent to Jamie by the end of the week. They hope to go out to bid by the end of March, opening bids towards the end of April, and to be under construction in May/June.

e. Hood Contract – Jamie Kreller stated, now that we have the agreement from MDC, the WPCA and Andrew Lord can work on reforming the formulas for the Hood contract.

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9. NEW BUSINESS:

a. Draft 2024/2025 Budget Discussion – Julie Nigro presented a draft of the budget for the 2024/2025 fiscal year, depicting only the expenses at this time. Some line items are color coded to show we are waiting for Town input to determine the reimbursable costs for Pension/OPEB, Worker's Comp., and Insurance. Julie stated she will have the revenue section and the RCM & Assessment portions ready for the April meeting. She anticipates the usual schedule for review/adoption, with the WPCA commission adopting the budget in May.

ADJOURNMENT:

- Frank Bauchiero motioned to adjourn the Regular Meeting of March 12, 2024, at 8:22pm.
- Todd Mervosh seconded the motion; the motion passed unanimously.

Respectfully submitted,

Anna Clark

Anna Clark
Assistant Business Administrator

Superintendent's Report February 2024

Plant Operations

- Plant average flow for the month was 1.29 MGD. This was 64% of the plant design flow.
- Hood's average flow for the month was 80,078 gallons. This was 6% of the plant flow.
- Prison average flow for the month was 260,347 gallons. This was 20% of the 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 29 pounds. Our permit limit is a yearly average of less than 45 pounds.

Call-Before-You-Dig

- 13 call-before-you-dig tickets were completed.
- Annual call-before-you-dig survey was completed.

Unscheduled Overtime

- 2/9 – PS #13 (Stony Brook) Pump #1 tripped.
- 2/28 – PS #12 (Bridge Street) Power failure.

Inspections

- Lateral inspection was completed at 1087 East Street South.
- Disconnection inspection was completed at 618 Thompsonville Road.

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.
- EPA Yearly Sludge Report was completed.
- Connecticut DEEP conducted a routine inspection on February 29, 2024.

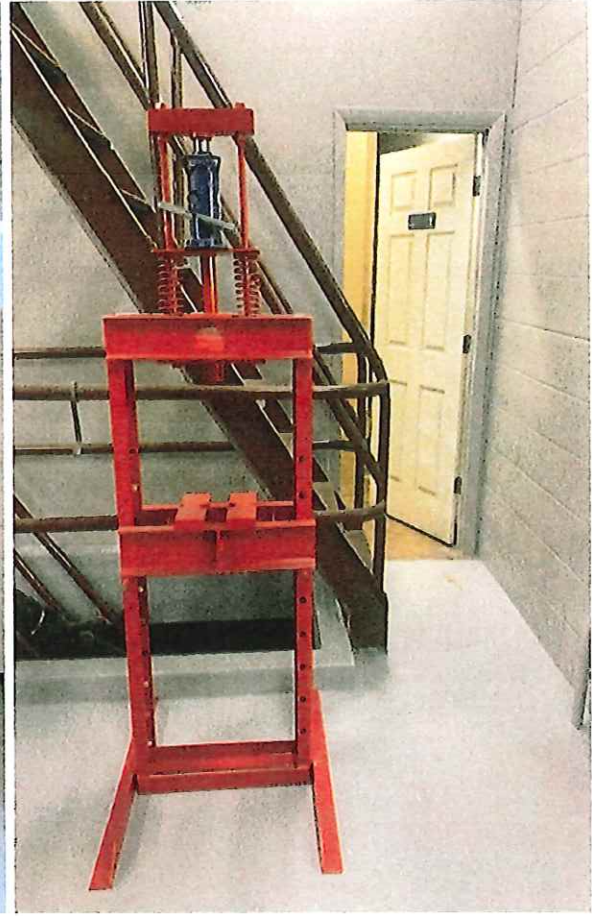
Maintenance

- We removed water from the oil water separator at Suffield Firehouse #3.
- We cleaned two catch basins for the Suffield Highway Department on Hidden Way.
- New level transducer was installed at PS #14 (Spaulding School).
- Pump #2 at PS #3 (Mountain Road) had wipes and a piece of a PVC pipe removed.
- WPCA operators replaced a failed block heater for the generator at PS #11 (Mapleton Avenue).
- Valves and piping were installed to load liquid sludge to be delivered to Mattabassett District.

- Failure of the PLC that controls headworks occurred. The controller lost its program and had to be reloaded and tested.
- CCTV work was completed near the Cassotta easement to investigate two sink holes located near the sewer line.
- RAS #4 pump quarterly exercise was completed.
- Bi-monthly belt filter press greasing was completed (x2).
- Bi-monthly belt filter pressure was completed (x2).
- Quarterly RAS pump inspections were completed (x4).
- Quarterly prison line jet cleaning at the plant was completed.
- Semi-annual belt filter press pump inspection was completed (x2).
- WPCA Operators removed a large piece of an old electronic equipment from a pump at PS #3 (Mountain Road).



- WPCA Operators prepared and painted the large storage and hydraulic press located between the two sludge holding tanks.



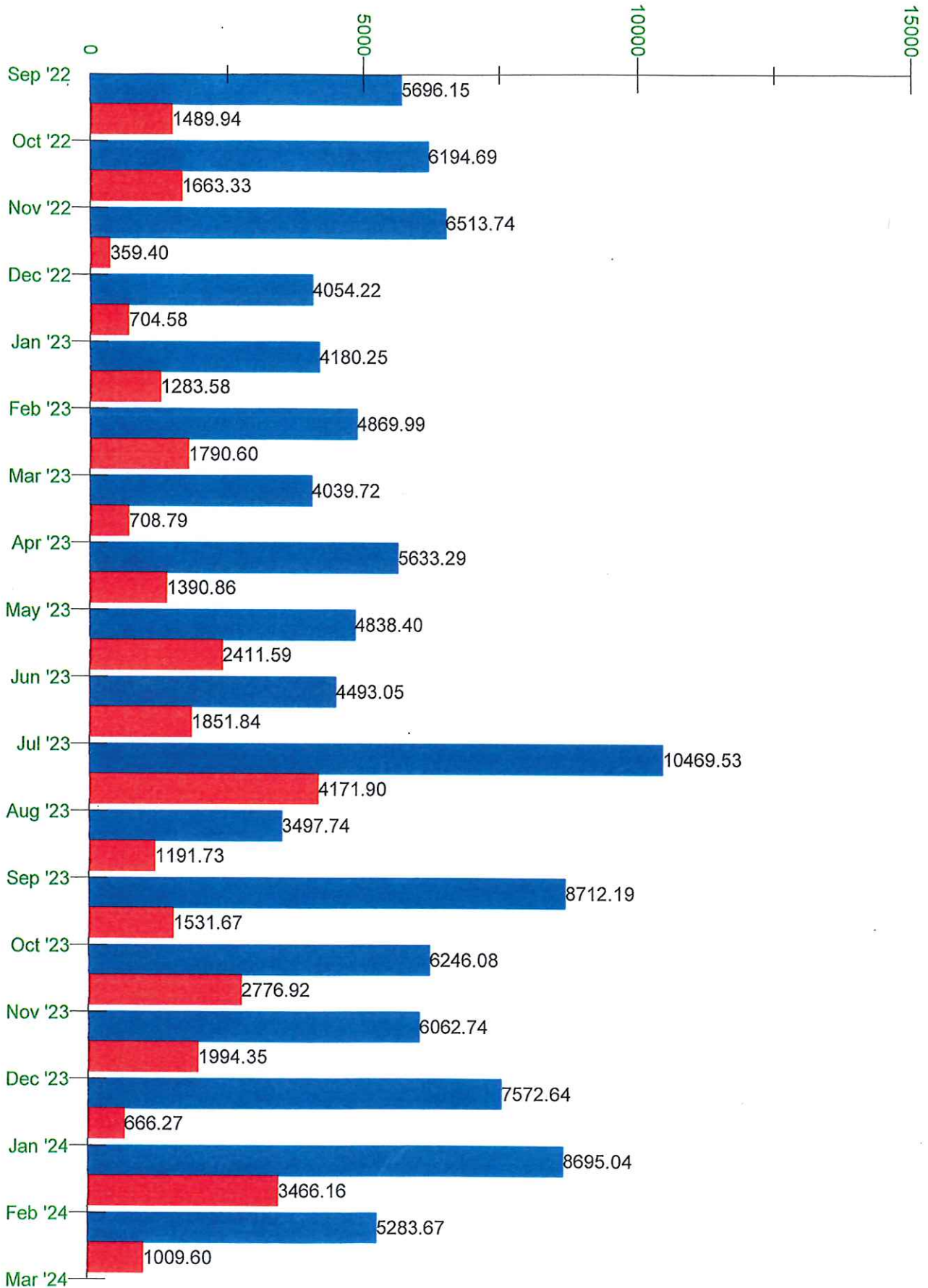


Monthly Overtime Costs in Dollars

Scheduled vs Unscheduled Overtime Costs

■ Scheduled OT Costs
■ Unscheduled OT Costs

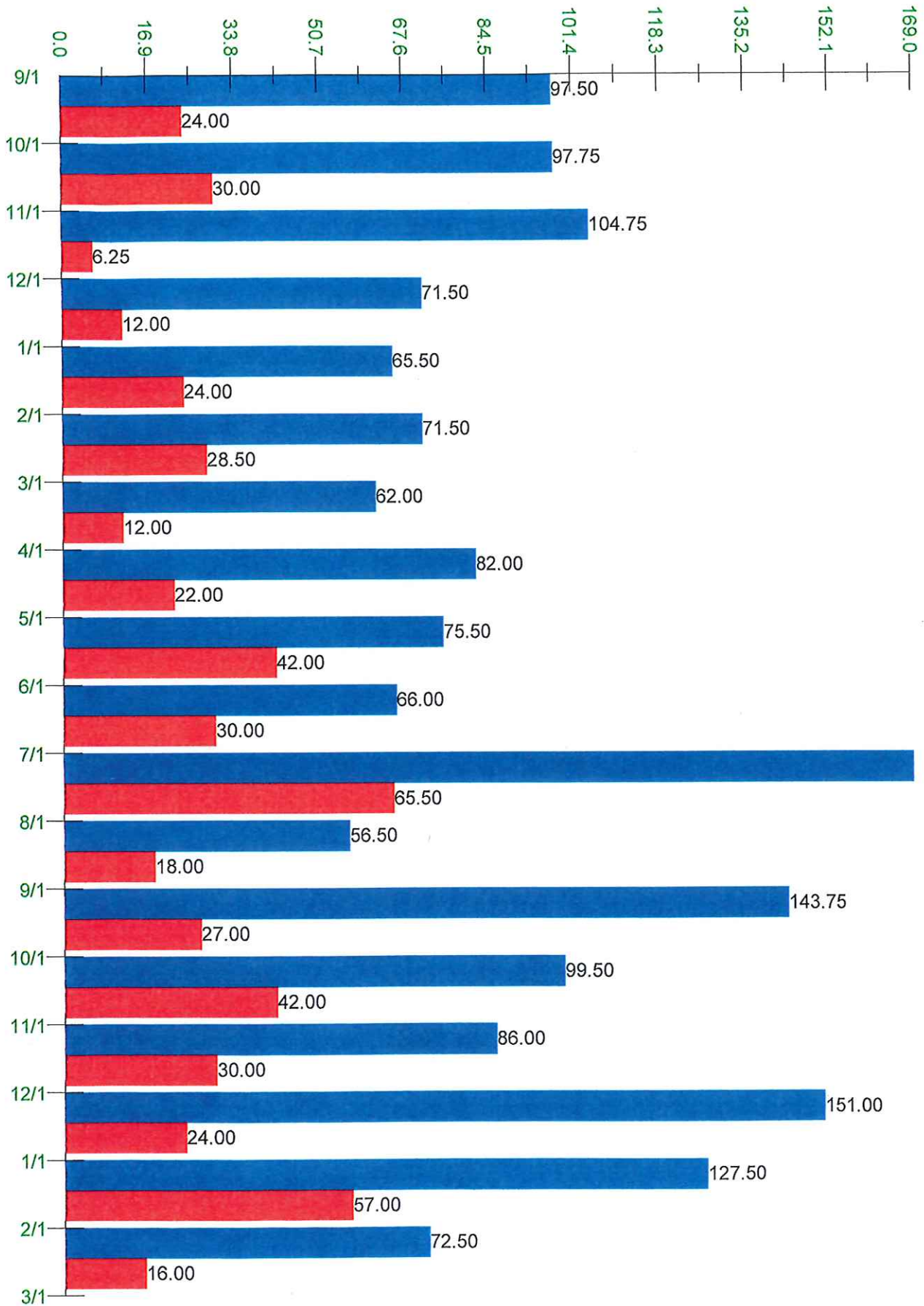
Date (9/1/2022 to 2/29/2024)



Monthly Overtime Hours

Scheduled vs Unscheduled Overtime Hours

■ Scheduled Hours ■ Unscheduled Hours

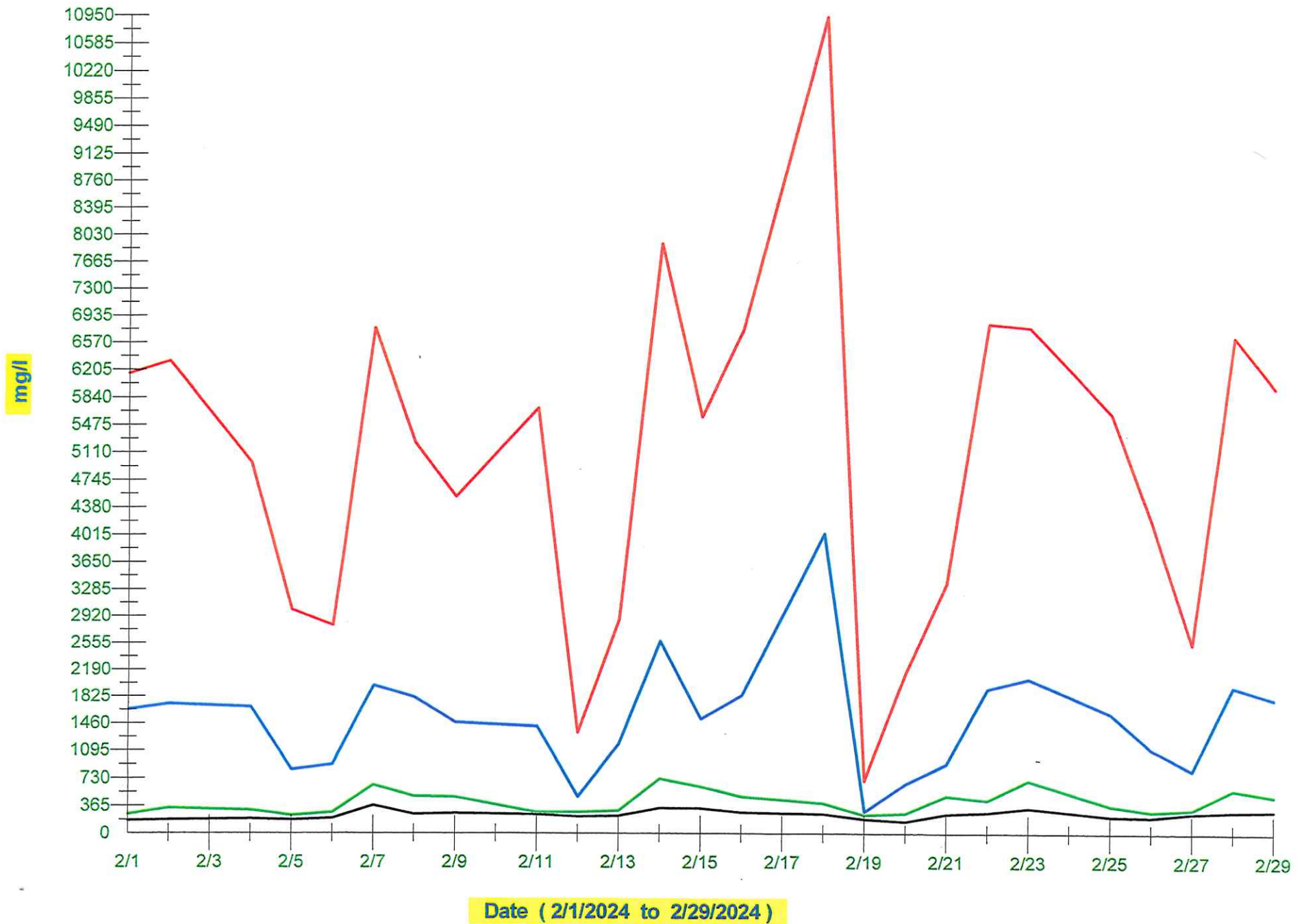


Date (9/1/2022 to 2/29/2024)

Scheduled vs Unscheduled Hours

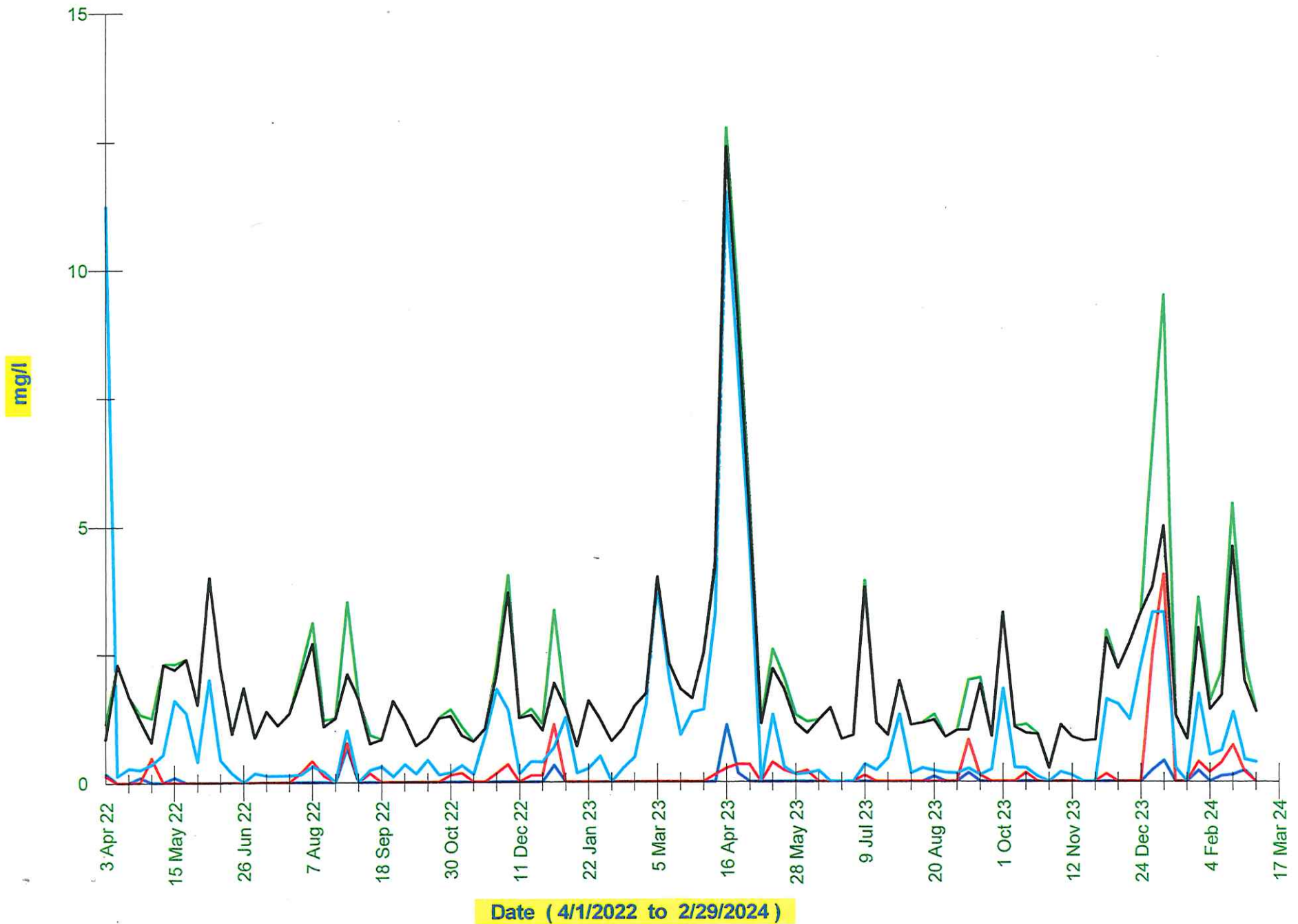
H.P. HOOD LOADING VS PLANT LOADING

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



Weekly Average of Total Nitrogen VS Forms of Nitrogen

Nitrite Nitrate Total Nitrogen Ammonia Total Kjeldahl

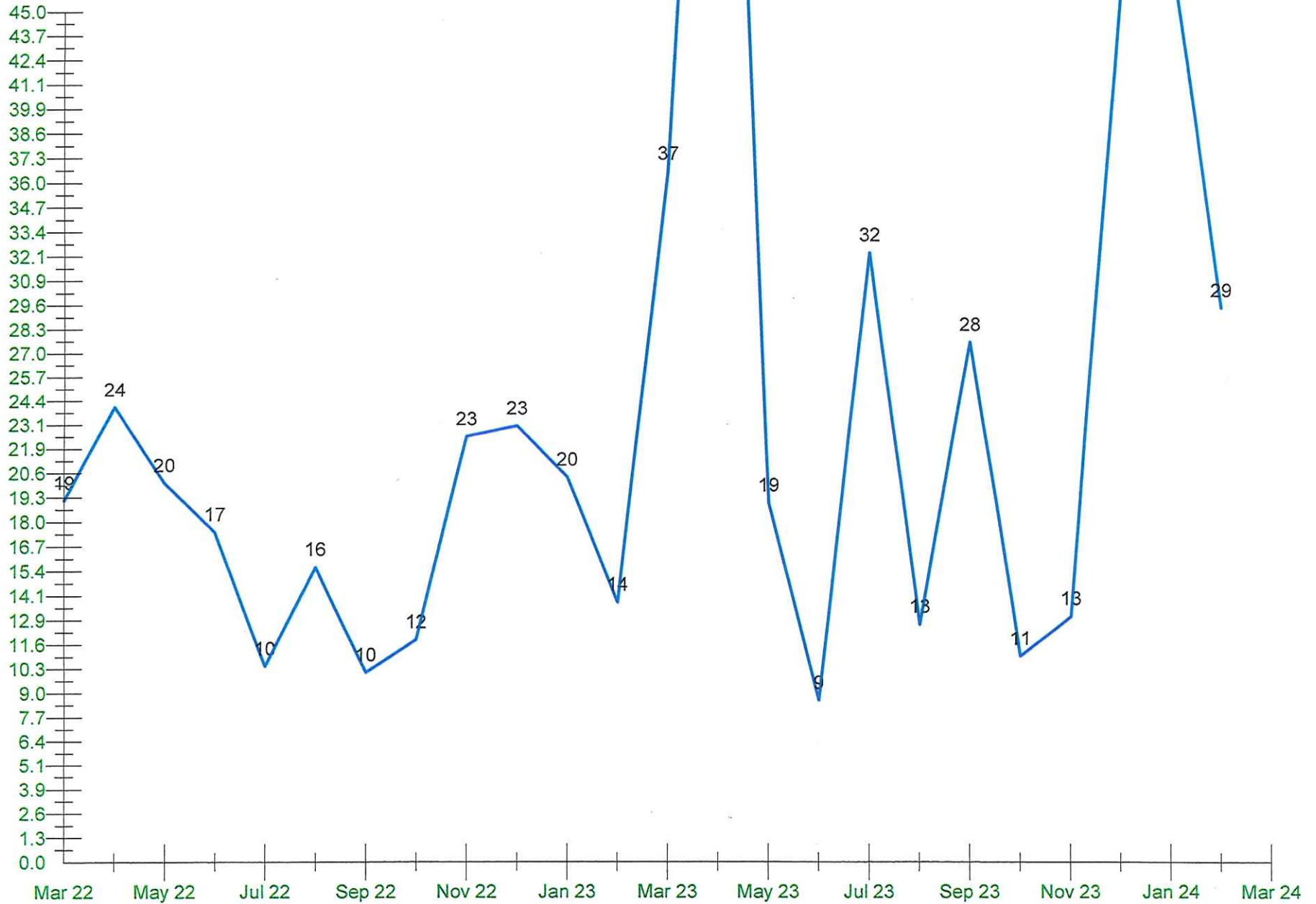


Weekly Average of Total Nitrogen

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

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

Average lbs per Month



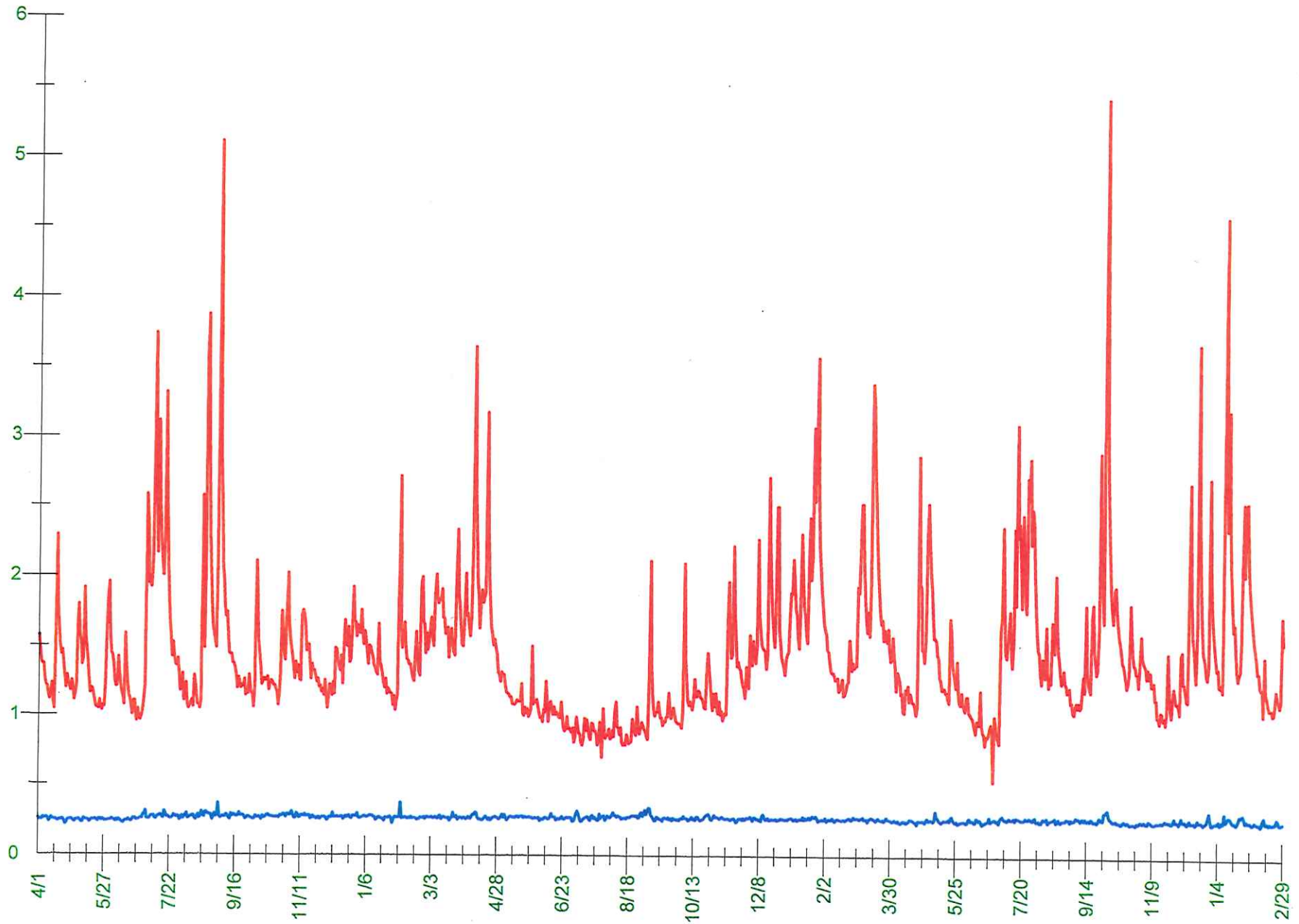
Date (3/1/2022 to 2/29/2024)

Prison Flow VS Plant Flow

PRISON DAILY FLOW

PLANT-TOTAL EFFLUENT FLOW

MGD

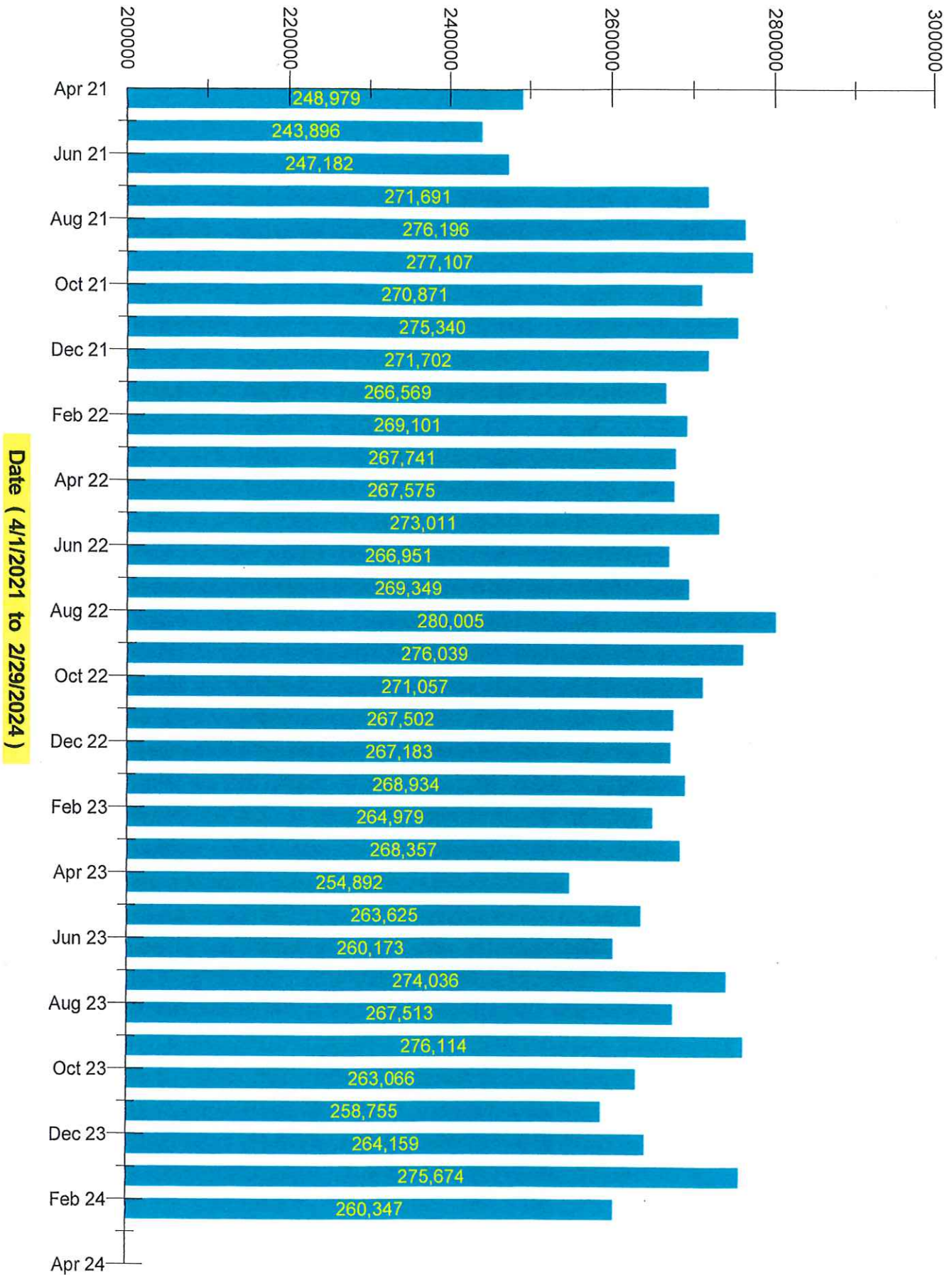


Date (4/1/2021 to 2/29/2024)

Average Gallons per Month

Prison Flow - Average Gallons Per Month

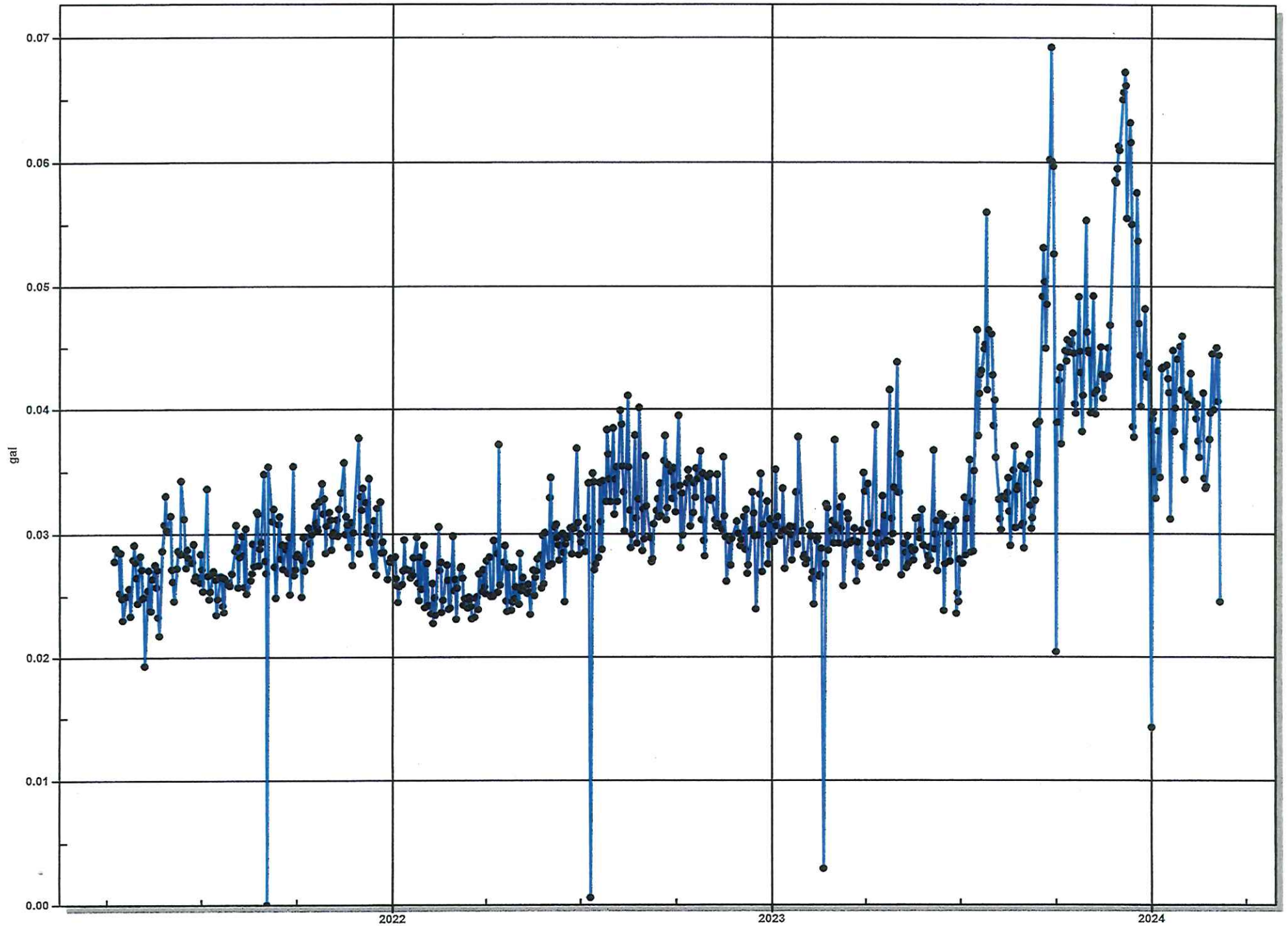
■ CALCULATED PRISON FLOW (Mo Avg)



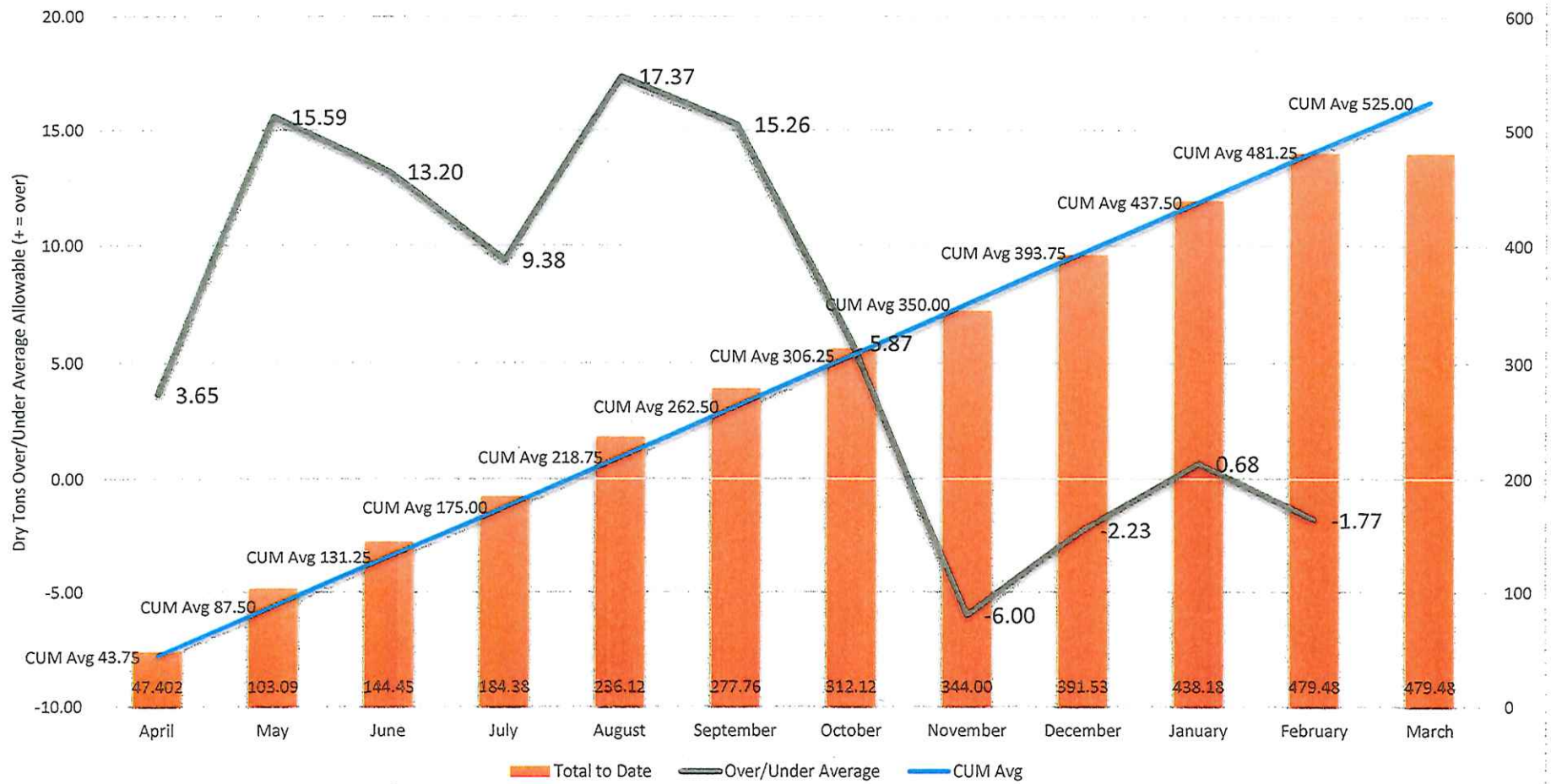
Date (4/1/2021 to 2/29/2024)

8012 - Gallons to be Wasted

4/8/2021 - 3/7/2024

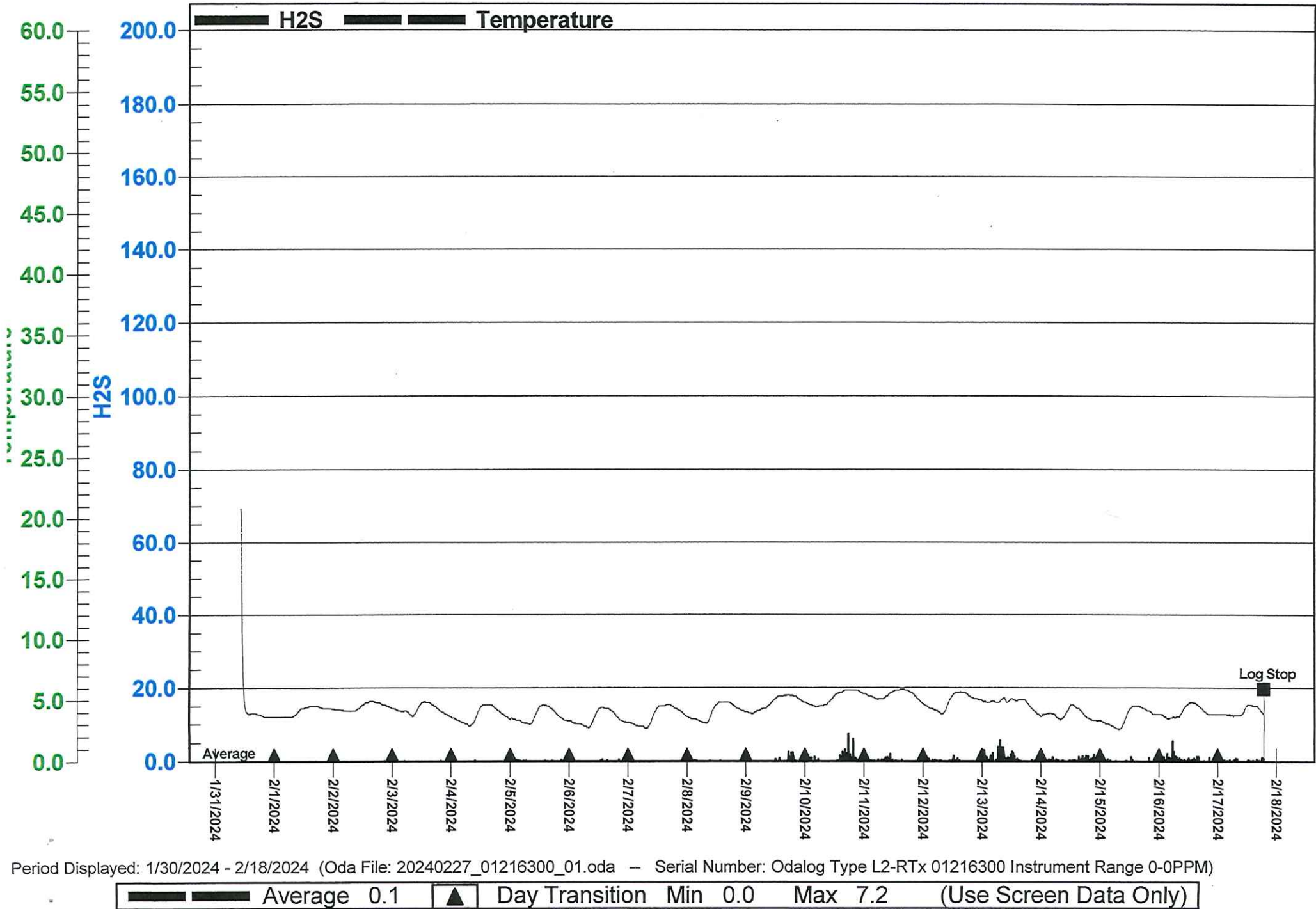


Sludge Total Cumulative & Over/Under Average



Date	Monthly Dry Tons	Total to Date	Dry Tons Available	Percent of Limit	Percent of Time	WPCA Dry Tons
2023-2024						
April	47.402	47.402	477.60	9.03%	8.33%	43.95
May	55.692	103.09	421.91	19.64%	16.67%	54.89
June	41.357	144.45	380.55	27.51%	25.00%	38.84
July	39.933	184.38	340.62	35.12%	33.33%	39.21
August	51.734	236.12	288.88	44.97%	41.67%	50.76
September	41.645	277.76	247.24	52.91%	50.00%	40.59
October	34.358	312.12	212.88	59.45%	58.33%	32.06
November	31.877	344.00	181.00	65.52%	66.67%	31.72
December	47.527	391.53	133.48	74.58%	75.00%	46.42
January	46.652	438.18	86.82	83.46%	83.33%	46.62
February	41.304	479.48	45.52	91.33%	91.67%	
March		479.48	45.52	91.33%	100.00%	

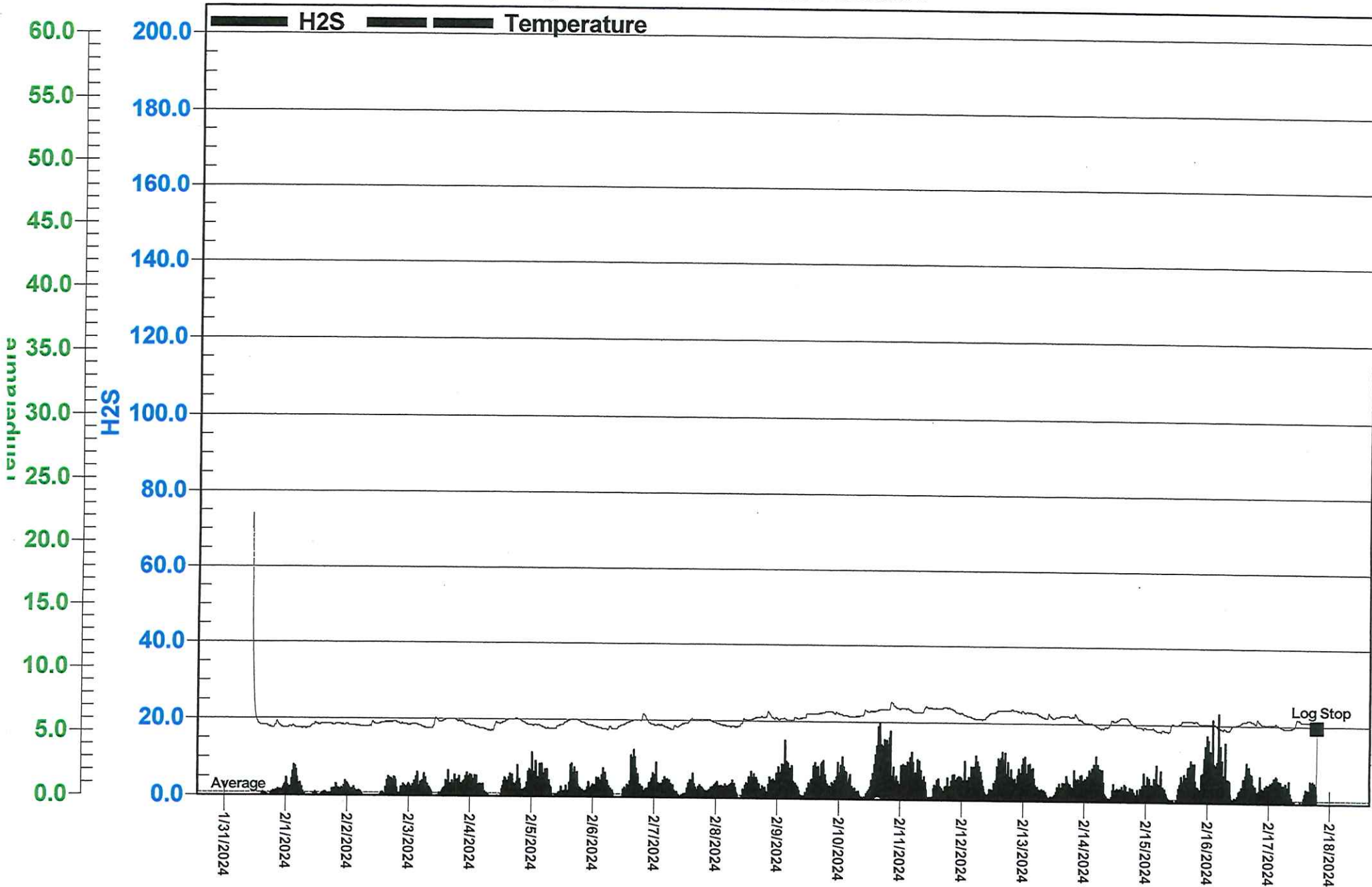
FEBRUARY 27 2024 - 318 Reminton Street



Period Displayed: 1/30/2024 - 2/18/2024 (Oda File: 20240227_01216300_01.oda -- Serial Number: Odalog Type L2-RTx 01216300 Instrument Range 0-0PPM)

Average 0.1 Day Transition Min 0.0 Max 7.2 (Use Screen Data Only)

February 27 2024 - Poole Road: Session 1



Period Displayed: 1/30/2024 - 2/18/2024 (Oda File: February 27 2024 - Poole Road.oda -- Serial Number: Odalog Type L2-RTx 08116050 Instrument Range 0-0PPM)

WPCA Reserve Capacity Maintenance Fund - 2023/2024

January 2024

Cash Balance @ 7/01/2023

FNB# 27650

\$ 20,795.27

CADRE

\$ 851,904.25

\$ 872,699.52

RECEIPTS:	BUDGET	MONTH	YTD	VARIANCE
Interest Income	\$ -	\$ 1,013.81	\$ 7,986.99	\$ (7,986.99)
From Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Due From Other Funds	\$ -	\$ -	\$ -	\$ -
Transfer In	\$ 562,000	\$ -	\$ 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	\$ 1,013.81	\$ 569,986.99	\$ 3,167,013.01

DISBURSEMENTS:

Plant Upgrades	\$ 3,737,000	\$ 4,111.25	\$ 125,205.22	\$ 3,611,794.78
Emergency Repairs	\$ -	\$ -	\$ -	\$ -
Accounts Payable 2022 2023	\$ -	\$ -	\$ 105,563.33	\$ (105,563.33)
Misc Repairs	\$ -	\$ -	\$ -	\$ -
Transfer Out to ADMIN	\$ -	\$ -	\$ -	\$ -
Due From Other Funds	\$ -	\$ -	\$ -	\$ -
Sewer Development	\$ -	\$ 9,966.25	\$ 28,100.00	\$ -
	\$ 3,737,000	\$ 14,077.50	\$ 258,868.55	\$ 3,506,231.45

CASH POSITION SUMMARY:

Transfers between Peoples/TD	\$ (562,000.00)		
Cash Balance @ 7/01/2023	\$ 872,699.52	\$ 36,926.72	First National Bank
YTD Receipts:	\$ 569,986.99	\$ 584,891.24	CADRE
YTD Disbursements:	\$ 258,868.55		
Cash Balance @ 1/31/2024	\$ 621,817.96	\$ 621,817.96	\$

WPCA Administration Fund - 2023/2024

January 2024

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-Mar-24

\$ 3,252,390.29

RECEIPTS	BUDGET	MONTH	YTD	VARIANCE
User Fees 23 24	\$ 1,553,000	\$ 17,777.13	\$ 1,553,832.70	\$ (832.70)
Prison	\$ 895,000	\$ 219,129.06	\$ 447,028.62	\$ 447,971.38
Prison 2022/2023	\$ -	\$ -	\$ 210,020.29	\$ (210,020.29)
Kent Farms	\$ 19,000	\$ -	\$ 18,915.18	\$ 84.55
Delinquent Payments	\$ 51,000	\$ 1,060.63	\$ 19,986.67	\$ 31,013.33
H.P. Hood	\$ 678,000	\$ 190,439.16	\$ 389,046.58	\$ 288,953.42
H.P. Hood 2022/2023	\$ -	\$ -	\$ 285,362.57	\$ (285,362.57)
Interest & Fees	\$ 31,000	\$ 1,450.24	\$ 23,765.85	\$ 7,234.15
Permits & Septic	\$ 54,000	\$ 6,300.00	\$ 26,038.77	\$ 27,961.23
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	\$ 7,211.53	\$ 44,246.41	\$ (4,246.41)
Invest Income Reserve	\$ -	\$ 813.96	\$ 5,629.36	\$ (5,629.36)
Grant \$ Received	\$ -	\$ -	\$ 884.00	\$ (884.00)
Transfer from Fund Balance	\$ 673,000	\$ -	\$ -	\$ 673,000.00
TOTAL RECEIPTS	\$ 3,994,000	\$ 444,181.71	\$ 3,025,948.97	\$ 968,050.76
EXPENDITURES				
Payroll Payable (2022/2023)	\$ -	\$ -	\$ 538.25	\$ (538.25)
Payroll (with SS)	\$ 1,130,000	\$ 80,906.62	\$ 589,728.29	\$ 540,271.71
Other Expenditures	\$ 2,178,000	\$ 74,922.45	\$ 746,131.89	\$ 1,431,868.11
Due To/Due From	\$ -	\$ 1,616.17	\$ (7,144.65)	\$ 7,144.65
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	\$ 157,445.24	\$ 1,523,053.43	\$ 2,457,946.57

Cash Reconciliation 1/31/2024

XFERS TO OTHER ACCOUNT

FNB# 6475 \$ 64,498.36
 Scanned Account \$ 208,638.34
 Invoice Cloud \$ 2,088.82
 AMBAC Admin \$ 4,010,467.95
 AMBAC Reserve \$ 469,592.36

\$ 4,755,285.83 \$ 4,755,285.83 \$

WPCA Administration Fund - 2023/2024

January 2024

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	\$ 4,366.79	\$ 17,777.13	\$ 13,410.34	\$ 1,467,539.73	\$ 1,553,832.70	\$ 86,292.97
Prison	\$ -	\$ 219,129.06	\$ 219,129.06	\$ 220,266.98	\$ 447,028.62	\$ 226,761.64
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	\$ 2,017.90	\$ 1,060.63	\$ (957.27)	\$ 33,149.15	\$ 19,986.67	\$ (13,162.48)
H.P. Hood	\$ -	\$ 190,439.16	\$ 190,439.16	\$ -	\$ 389,046.58	\$ 389,046.58
H.P. Hood Last Fiscal year	\$ -	\$ -	\$ -	\$ 219,361.04	\$ 285,362.57	\$ 66,001.53
Interest & Fees	\$ 3,780.23	\$ 1,450.24	\$ (2,329.99)	\$ 27,536.44	\$ 23,765.85	\$ (3,770.59)
Permits & Septic	\$ 814.38	\$ 6,300.00	\$ 5,485.62	\$ 30,018.77	\$ 26,038.77	\$ (3,980.00)
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	\$ 4,730.79	\$ 7,211.53	\$ 2,480.74	\$ 22,597.24	\$ 44,246.41	\$ 21,649.17
Invest Income Reserve	\$ 787.08	\$ 813.96	\$ 26.88	\$ 3,862.77	\$ 5,629.36	\$ 1,766.59
Grant \$ Received	\$ -	\$ -	\$ -	\$ -	\$ 884.00	\$ 884.00
Transfer from Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS	\$ 16,497.17	\$ 444,181.71	\$ 427,684.54	\$ 2,260,958.40	\$ 3,025,948.97	\$ 764,990.57
EXPENDITURES						
Payroll Payable (Last Fiscal y	\$ -	\$ -	\$ -	\$ -	\$ 538.25	\$ 538.25
Payroll (with SS)	\$ 66,596.32	\$ 80,906.62	\$ 14,310.30	\$ 532,892.13	\$ 589,728.29	\$ 56,836.16
Other Expenditures	\$ 116,457.01	\$ 74,922.45	\$ (41,534.56)	\$ 815,692.24	\$ 746,131.89	\$ (69,560.35)
Due To/Due From	\$ -	\$ 1,616.17	\$ 1,616.17	\$ 4,062.57	\$ (7,144.65)	\$ (11,207.22)
Clerk of the Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable	\$ -	\$ -	\$ -	\$ 165,847.28	\$ 193,799.65	\$ 27,952.37
Transfer to RCM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL DISBURSEMENTS	\$ 183,053.33	\$ 157,445.24	\$ (25,608.09)	\$ 1,518,494.22	\$ 1,523,053.43	\$ 4,559.21

WPCA Assessment Fund

2023/2024

January 2024

Cash Balance 7/1/2023

FNB

\$75,251.60

CADRE

\$95,310.83

06-Mar-24

12:10 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	\$ -	\$ -
Investment Interest	\$ 7,000	\$ 195.59	\$ 1,247.28	\$ 5,752.72
Transfer from Assessment Fund Bal	\$ 146,000	\$ -	\$ 146,000.00	\$ -
TOTAL REVENUE	\$ 288,000	\$ 1,811.76	\$ 196,312.25	\$ 91,687.75

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 @ 1/31/2024

XFERS \$ 146,000.00

FNB \$ 107,251.60

CADRE \$ 113,623.08

\$ 366,874.68

\$366,874.68

\$ -

WPCA Assessment Fund - 2023/2024

January 2024

Prior/Current Year Comparison

06-Mar-24
12:11 PM

RECEIPTS	Prior Year Month	Current Year Month	Variance	Prior Year Year To Date	Current Year Year To Date	Variance
Developer's Agreements	\$ -	\$ -	\$ -	\$ 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	\$ -	\$ 1,616.17	\$ 1,616.17	\$ -	\$ -	\$ -
Investment Interest	\$ 1,169.13	\$ 195.59	\$ (973.54)	\$ 5,593.40	\$ 1,247.28	\$ (4,346.12)
Transfer from Assessment Fund Bal	\$ -	\$ -	\$ -	\$ -	\$ 146,000.00	\$ 146,000.00
TOTAL RECEIPTS	\$ 1,169.13	\$ 1,811.76	\$ 642.63	\$ 136,129.93	\$ 196,312.25	\$ 60,182.32
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**

2024

JANUARY

	23/24 Budget	23/24 Current Month	23/24 Year To Date	23/24 Variance	23/24 % Unexpended	
50160 · Payroll	\$ 1,050,000	\$ 78,198.17	\$ 550,394.72	\$ 499,605.28	48%	
50220 · Social security	\$ 80,000	\$ 5,657.13	\$ 40,093.61	\$ 39,906.39	50%	
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	\$ 300.23	\$ 4,473.16	\$ 9,526.84	68%	
50341 · Legal/advice	\$ 48,000	\$ 82.50	\$ 6,759.92	\$ 41,240.08	86%	
50384 · Uniforms	\$ 7,000	\$ 173.25	\$ 3,636.24	\$ 3,363.76	48%	
50385 · Tests	\$ 45,000	\$ 4,180.23	\$ 24,737.27	\$ 20,262.73	45%	
50409 · Waste disposal	\$ 255,000	\$ 11,989.63	\$ 75,433.97	\$ 179,566.03	70%	
50433· Process Equip - R&M	\$ 115,000	\$ 1,589.70	\$ 16,965.42	\$ 98,034.58	85%	
50436 · R & M - Vehicles	\$ 16,000	\$ 2,512.57	\$ 9,791.81	\$ 6,208.19	39%	
50439 · Service Contracts	\$ 46,000	\$ 2,407.98	\$ 28,256.24	\$ 17,743.76	39%	
50445 · Plant Maint	\$ 77,000	\$ 4,922.31	\$ 26,416.16	\$ 50,583.84	66%	
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	\$ 23,062.60	\$ 125,302.19	\$ 205,697.81	62%	
50530 · Postage	\$ 4,000	\$ 27.42	\$ 977.06	\$ 3,022.94	76%	
50531 · Telephone	\$ 16,000	\$ 1,212.44	\$ 7,401.66	\$ 8,598.34	54%	
50540 · Advertising	\$ 3,000		\$ 1,697.16	\$ 1,302.84	43%	
50581 · Mileage	\$ 2,000	\$ 95.56	\$ 327.76	\$ 1,672.24	84%	
50612 · Office supplies	\$ 21,000	\$ 2,098.98	\$ 6,496.89	\$ 14,503.11	69%	
50622 · Electricity	\$ 185,000	\$ 46.10	\$ 4,635.42	\$ 180,364.58	97%	
50624 · Fuel oil - heat	\$ 7,000	\$ 294.22	\$ 1,321.23	\$ 5,678.77	81%	
50626 · Gas - automotive	\$ 23,000	\$ 1,077.04	\$ 6,536.04	\$ 16,463.96	72%	
50627 · Water	\$ 7,000	\$ 213.03	\$ 3,674.15	\$ 3,325.85	48%	
50750 · Cap Replace - Vehicles	\$ -		\$ -	\$ -	#DIV/0!	
50755 · Cap Improve	\$ -		\$ -	\$ -	#DIV/0!	
50760 · Tools & Equip	\$ 35,000	\$ 488.81	\$ 13,523.81	\$ 21,476.19	61%	
50802 - Administration Fees/REFUNDS	\$ -		\$ -	\$ -	#DIV/0!	
50810 · Dues & Subs	\$ 4,000	\$ 150.00	\$ 1,178.00	\$ 2,822.00	71%	
50812 · Training	\$ 20,000	\$ 119.00	\$ 3,191.00	\$ 16,809.00	84%	
50855 · Medical Exps	\$ 3,000		\$ 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	\$ 3,140.00	\$ 27,128.75	\$ (16,128.75)	-147%	
50955 · Interest Expense	\$ 5,000		\$ -	\$ 5,000.00	100%	
50969 · Chemicals	\$ 27,000	\$ 3,171.30	\$ 14,209.28	\$ 12,790.72	47%	
#1 -Thompsonville Rd-63	\$ 19,000	\$ 2,308.92	\$ 27,903.41	\$ (8,903.41)	-47%	
#10 - Mapleton Estates-71	\$ 4,000	\$ 125.97	\$ 1,267.56	\$ 2,732.44	68%	
#11 - Mapleton Ave-72	\$ 9,000	\$ 414.41	\$ 3,332.35	\$ 5,667.65	63%	
#12 - Bridge St-73	\$ 11,000	\$ 486.45	\$ 2,443.39	\$ 8,556.61	78%	
#13 - Stony Brook-74	\$ 5,000	\$ 171.36	\$ 1,131.87	\$ 3,868.13	77%	
#2 - Southfield-62	\$ 4,000	\$ 169.34	\$ 1,534.48	\$ 2,465.52	62%	
#3 - Mountain Road-64	\$ 15,000	\$ 1,224.07	\$ 11,071.04	\$ 3,928.96	26%	
#4 - River Blvd-65	\$ 9,000	\$ 576.19	\$ 2,969.30	\$ 6,030.70	67%	
#5 - Fairhill Lane-66	\$ 12,000	\$ 733.72	\$ 4,073.25	\$ 7,926.75	66%	
#6 - Suffield Meadows-67	\$ 10,000	\$ 256.99	\$ 1,818.50	\$ 8,181.50	82%	
#7 - Poole Rd.-68	\$ 9,000	\$ 170.51	\$ 8,655.26	\$ 344.74	4%	
#8 - Plantation Dr-69	\$ 12,000	\$ 86.99	\$ 5,323.72	\$ 6,676.28	56%	
#9 - Eagles Watch-70	\$ 7,000	\$ 103.62	\$ 995.78	\$ 6,004.22	86%	
#16 Prospect Hill Estates	\$ 6,000	\$ 208.42	\$ 1,469.97	\$ 4,530.03	76%	
#17 Cedar Crest Drive	\$ 6,000	\$ 203.83	\$ 1,506.35	\$ 4,493.65	75%	
#18 Wisteria Lane	\$ 6,000	\$ 438.31	\$ 1,314.08	\$ 4,685.92	78%	
#19 Malec Farms	\$ 5,000	\$ 939.77	\$ 1,967.06	\$ 3,032.94	61%	
	\$ 3,981,000	\$ 155,829.07	\$ 1,311,307.56	\$ 2,669,692.44	67%	s/b 42%

Accruals

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

2024 January	23/24 Budget	23/24 Current Month	23/24 Year To Date	23/24 Variance	23/24 % Unexpended
50160 · Payroll	\$ 1,050,000	\$ 78,198.17	\$ 550,394.72	\$ 499,605.28	48%
50220 · Social security	\$ 80,000	\$ 5,657.13	\$ 40,093.61	\$ 39,906.39	50%
50230 · Pension	\$ 108,000	\$ 9,000.00	\$ 63,000.00	\$ 45,000.00	42%
50232 · OPEB CONTRIBUTION	\$ 82,000	\$ 6,833.33	\$ 47,833.33	\$ 34,166.67	42%
50270 · Workers Comp	\$ 18,000	\$ 1,500.00	\$ 10,500.00	\$ 7,500.00	42%
50290 · Safety Supplies	\$ 14,000	\$ 300.23	\$ 4,473.16	\$ 9,526.84	68%
50341 · Legal/advice	\$ 48,000	\$ 82.50	\$ 6,759.92	\$ 41,240.08	86%
50384 · Uniforms	\$ 7,000	\$ 173.25	\$ 3,636.24	\$ 3,363.76	48%
50385 · Tests	\$ 45,000	\$ 4,180.23	\$ 24,737.27	\$ 20,262.73	45%
50409 · Waste disposal	\$ 255,000	\$ 11,989.63	\$ 75,433.97	\$ 179,566.03	70%
50433 · Process Equip - R&M	\$ 115,000	\$ 1,589.70	\$ 16,965.42	\$ 98,034.58	85%
50436 · R & M - Vehicles	\$ 16,000	\$ 2,512.57	\$ 9,791.81	\$ 6,208.19	39%
50439 · Service Contracts	\$ 46,000	\$ 2,407.98	\$ 28,256.24	\$ 17,743.76	39%
50445 · Plant Maint	\$ 77,000	\$ 4,922.31	\$ 26,416.16	\$ 50,583.84	66%
50446 · Collection System	\$ 44,000	\$ -	\$ 11,211.27	\$ 32,788.73	75%
50520 · Insurance	\$ 36,000	\$ 3,000.00	\$ 21,000.00	\$ 15,000.00	42%
50521 · Employee Insur	\$ 331,000	\$ 23,062.60	\$ 125,302.19	\$ 205,697.81	62%
50530 · Postage	\$ 4,000	\$ 27.42	\$ 977.06	\$ 3,022.94	76%
50531 · Telephone	\$ 16,000	\$ 1,212.44	\$ 7,401.66	\$ 8,598.34	54%
50540 · Advertising	\$ 3,000	\$ -	\$ 1,697.16	\$ 1,302.84	43%
50581 · Mileage	\$ 2,000	\$ 95.56	\$ 327.76	\$ 1,672.24	84%
50612 · Office supplies	\$ 21,000	\$ 2,098.98	\$ 6,496.89	\$ 14,503.11	69%
50622 · Electricity	\$ 185,000	\$ 46.10	\$ 4,635.42	\$ 180,364.58	97%
50624 · Fuel oil - heat	\$ 7,000	\$ 294.22	\$ 1,321.23	\$ 5,678.77	81%
50626 · Gas - automotive	\$ 23,000	\$ 1,077.04	\$ 6,536.04	\$ 16,463.96	72%
50627 · Water	\$ 7,000	\$ 213.03	\$ 3,674.15	\$ 3,325.85	48%
50750 · Cap Replace - Vehicles	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50755 · Cap Improve	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50760 · Tools & Equip	\$ 35,000	\$ 488.81	\$ 13,523.81	\$ 21,476.19	61%
50802 · Administration Fees/REFUNDS	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50810 · Dues & Subs	\$ 4,000	\$ 150.00	\$ 1,178.00	\$ 2,822.00	71%
50812 · Training	\$ 20,000	\$ 119.00	\$ 3,191.00	\$ 16,809.00	84%
50855 · Medical Exps	\$ 3,000	\$ -	\$ 270.00	\$ 2,730.00	0%
50899 · Reserve Cap Projects	\$ 318,000	\$ 26,500.00	\$ 185,500.00	\$ 132,500.00	42%
50911 · Transfer to RCM	\$ 673,000	\$ 56,083.33	\$ 392,583.33	\$ 280,416.67	42%
50920 · Contingency	\$ 96,000	\$ 8,000.00	\$ 56,000.00	\$ 40,000.00	42%
50940 · Engineering Services	\$ 11,000	\$ 3,140.00	\$ 27,128.75	\$ (16,128.75)	0%
50955 · Interest Expense	\$ 5,000	\$ -	\$ -	\$ 5,000.00	100%
50969 · Chemicals	\$ 27,000	\$ 3,171.30	\$ 14,209.28	\$ 12,790.72	47%
#1 -Thompsonville Rd-63	\$ 19,000	\$ 2,308.92	\$ 27,903.41	\$ (8,903.41)	-47%
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#8 - Plantation Dr-69	\$ 12,000	\$ 86.99	\$ 5,323.72	\$ 6,676.28	56%
#9 - Eagles Watch-70	\$ 7,000	\$ 103.62	\$ 995.78	\$ 6,004.22	86%
#16 Prospect Hill Estates	\$ 6,000	\$ 208.42	\$ 1,469.97	\$ 4,530.03	76%
#17 Cedar Crest Drive	\$ 6,000	\$ 203.83	\$ 1,506.35	\$ 4,493.65	75%
#18 Wisteria Lane	\$ 6,000	\$ 438.31	\$ 1,314.08	\$ 4,685.92	78%
#19 Malec Farms	\$ 5,000	\$ 939.77	\$ 1,967.06	\$ 3,032.94	61%
	\$ 3,981,000	\$ 266,745.74	\$ 1,871,234.23	\$ 2,109,765.77	53%

s/b
42%

9:00 AM

Town of Suffield WPCA Administration Fund

03/07/24

Trial Balance

Accrual Basis

As of January 31, 2024

	Jan 31, 24	
	Debit	Credit
10141 · Cash - FNB	64,498.36	
10142 · Transfer - FNB	0.00	
10143 · Cash - TD Bank	4,010,467.95	
10144 · WPCA Reserve Fund	469,592.36	
10145 · Petty Cash	0.00	
10146 · Lockbox	0.00	
10926 · INVOICE CLOUD	2,088.82	
10927 · Scanned Account - Town TDBank	208,638.34	
10203 · Accounts Receivable	148,360.37	
10207 · Septage Fees Receivable	7,051.49	
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		650.67
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
20802 · 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		49,875.77
40596 · User charges		2,505,361.49
40597 · Penalties and interest		18,378.96
40598 · Permits/septic		28,555.02
40803 · Miscellaneous income		1,145.21
50160 · Payroll	550,394.72	
50220 · Social security	40,093.61	
50230 · Pension	107,897.00	
50232 · OPEB Contribution	82,219.00	
50270 · Workers compensation	8,466.00	
50290 · Safety/Wellness	4,473.16	
50341 · Legal/advice	6,352.42	
50384 · Uniforms/cleaning	3,636.24	
50385 · Tests	25,018.15	
50409 · Waste disposal	75,433.97	
50433 · Process equip - repair/main	33,159.41	
50436 · R & M - vehicles	9,791.81	
50439 · Service maintenance contracts	28,256.24	
50445 · Plant maintenance	37,614.64	
50446 · Collection system main	23,799.16	
50520 · Property/liability/umbrella ins	17,908.00	

9:00 AM

03/07/24

Accrual Basis

Town of Suffield WPCA Administration Fund

Trial Balance

As of January 31, 2024

	Jan 31, 24	
	Debit	Credit
50521 • Employee Insurance	125,302.19	
50530 • Postage	977.06	
50531 • Telephone	7,401.66	
50540 • Advertising	1,697.16	
50581 • Mileage/car allowance	327.76	
50612 • Office supplies	6,496.89	
50622 • Electricity	37,841.93	
50624 • Fuel oil - heat	1,587.11	
50626 • Gas - automotive	6,536.04	
50627 • Water	3,756.39	
50760 • Tools and equipment	14,493.84	
50802 • Refunds	0.00	
50810 • Dues and Subscriptions	1,178.00	
50812 • Training	3,191.00	
50855 • Medical expenses	270.00	
50940 • Engineering Services	27,853.75	
50969 • Chemicals	17,475.75	
TOTAL	<u>55,758,360.97</u>	<u>55,758,360.97</u>

12:53 PM

Town of Suffield Sewer Project Fund

03/06/24

Trial Balance

Accrual Basis

As of January 31, 2024

	Jan 31, 24	
	Debit	Credit
10143 • Cash - CADRE	584,891.24	
10147 • Cash - WPCA RCA	36,926.72	
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		7,986.99
50785 • Sewer Development	28,100.00	
50786 • Plant Upgrades	125,205.22	
TOTAL	775,123.36	775,123.36

12:55 PM

Town of Suffield Sewer Assessment Fund

03/06/24

Trial Balance

Accrual Basis

As of January 31, 2024

	Jan 31, 24	
	Debit	Credit
10143 · Cash - CADRE	113,623.08	
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	0.00	
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		1,247.28
TOTAL	355,348.25	355,348.25

Kent Farms Reserve
Trial Balance
As of January 31, 2024

	Jan 31, 24	
	Debit	Credit
10111 - Cash	117,217.36	
20860 - DT/DF WPCA	0.00	
Opening Balance Equity		146,215.81
Retained Earnings	30,403.63	
40402 - Interest Income		1,405.18
TOTAL	147,620.99	147,620.99

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

J. Nigro

CC:

Date: March 12, 2024

Re: Delinquent Accounts

We collected \$1,095.57 in the month of February – 4.63% of the major delinquents.

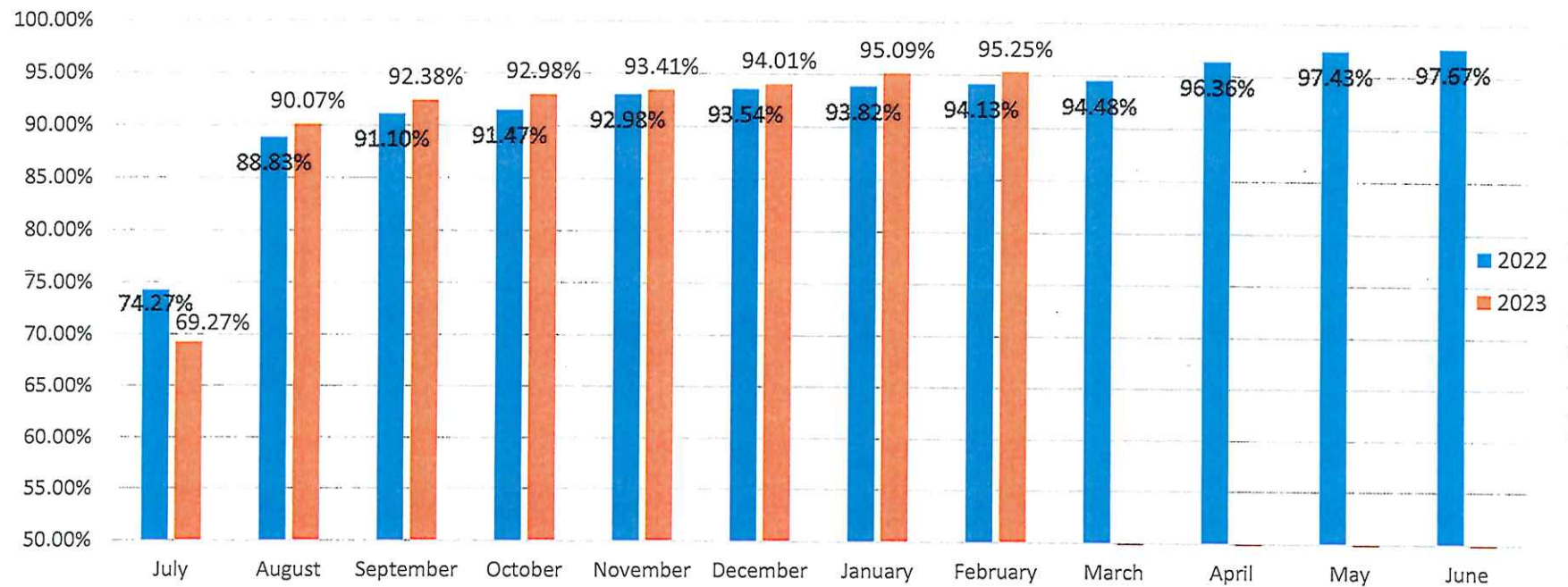
Our overall delinquent balance is \$126,466.96, with \$87,806.17 being the 2023 Sewer use, and a collection rate of 95.25% thru the end of February. Last year's collection rate thru the end of February on new bills was 94.13%.

Several accounts were sent email reminders and one account was referred to Andrew Barsom.

PAST DUE AS OF FEBRUARY 29, 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	372.00	24.00	0.00	706.00	99.98%
YEAR 2018	1,339,846.52	1,339,526.52	320.00	326.40	24.00	0.00	670.40	99.98%
YEAR 2019	1,445,473.70	1,445,133.70	340.00	285.60	24.00	0.00	649.60	99.98%
YEAR 2020	1,465,371.73	1,464,875.97	495.76	235.52	24.00	0.00	755.28	99.97%
YEAR 2021	1,544,595.53	1,541,193.05	3,402.48	854.16	72.00	1,151.55	5,480.19	99.78%
YEAR 2022	1,572,073.13	1,550,574.79	21,498.34	6,082.99	1,386.45	1,431.54	30,399.32	98.63%
YEAR 2023	1,649,433.31	1,571,027.33	78,405.98	9,300.26	0.00	99.93	87,806.17	95.25%
GRAND TOTAL			104,772.56	17,456.93	1,554.45	2,683.02	126,466.96	

Collection Rate Comparison to Last Year - Same Month



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

