

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

TOWN CLERK
SUFFIELD, CT

2024 NOV 19 AM 10:08

REC'D BY: K

MEMBERS PRESENT:

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

MEMBERS ABSENT:

ALSO, PRESENT:

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

1. **CALL TO ORDER:** Daniel Holmes called the Regular Monthly Meeting for November 12, 2024 to order at 7:00 pm.
2. **CITIZEN INPUT:** None
3. **APPROVAL OF MINUTES:**
 - October 8, 2024 Regular Monthly Meeting Minutes Review & Approval –
 - Travis Watroba motioned to approve the Regular Monthly Meeting Minutes of October 8, 2024
 - Frank Bauchiero seconded the motion; the motion passed unanimously
4. **CHANGES TO THE AGENDA:**
 - a. Jamie Kreller requested to remove from New Business bullet point a) Release Hamlet Homes Bond for Kings Meadow - \$43,202.50
 - Frank Bauchiero motioned to remove New Business bullet point a) Release Hamlet Homes Bond for Kings Meadow - \$43,202.50 from the agenda.
 - Janet Davis seconded the change to the agenda; motion passed unanimously
5. **CHAIRMAN'S UPDATE:** None
6. **TREASURER'S REPORT:**
 - Administration (O&M) Bills 2024/2025: \$110,942.00
 - RCM Bills 2024/2025: \$354,915.86
 - Administration fund distribution (October's payroll): \$126,233.25
 - John Murphy motioned to accept the Treasurer's report.
 - Travis Watroba seconded the motion; motion passed unanimously

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7. STAFF REPORTS:

- a. Superintendent's Report** - Jamie Kreller reviewed his report and highlighted the following:
- Hood resumed 100% production the week of November 4, 2024.
 - DMR-QA 44 (Discharge Monitoring Report-Quality Assurance 44) report which is used to assure integrity of the NDPES (National Pollutant Discharge Elimination System) was electronically submitted to DEEP.
 - Bioxide amounts on Remington Street have been lowered. Odalog will be checked every week.
 - Andrew Lord, WPCA Legal Representative, verified the WPCA is protected by bond insurance when someone acting on the developer's behalf signs a sewer permit. Both, Andrew Lord and Frank Bauchiero came up with the same discovery in their research, that anyone performing work under the insured is covered through the bond.
 - Morton building is still at the Building Permit phase with the Town since the building lacks electrical power, which prevents the EXIT signs from being illuminated as required by the State. Morton reached out to the state official to waive the EXIT signs until power is installed.
- b. Business Administrator's Report** - Julie Nigro reported the following:
- The budget variance report through the end of September for 24/25 fiscal year is 80% unexpended vs 75%.
 - The WPCA collected 17.63% (\$10,394.57) of the major delinquent list in October.
 - Overall delinquent amount is approximately \$208,000 and \$158,000 of it is the 2024 sewer usage bill.
 - Current collection rate is 91.49%. Last year this time it was 92.88%. According to a detailed report there is 1 commercial account that owes \$57,654 in sewer usage bill. Once this is paid our collection rate will be higher than last year.
 - 6 delinquent accounts paid in full.
 - Auditors came in on November 4, 2024.

8. OLD BUSINESS:

- a. Stony Brook Design & Emergency –**
- Mike Headd stated the Stony Brook Emergency work is on track. The ductile iron tee manhole has been replaced. Excavation has been completed and concrete matting has been poured to support the pier footings.
 - Mike Headd stated the permitting coordination of the Stony Brook Design is progressing with the Department of Energy & Environmental Protection (DEEP) and Army Corps of Engineer. The 90% Design Plans are ready to be submitted to the regulators.
- b. Phase 2 Pipeline Rehabilitation – Cassotta Lane/Thompsonville Road Areas –**
- Mike Headd stated the Phase 2 Pipeline Rehabilitation is progressing well.
 - The open cut work has been completed.
 - Pre CCTV work should be completed and the lining will be coordinated with Jamie Kreller.
- c. Bill adjustment discussion for 40 Second Street 2 family to single family 10/1/24**
- Julie Nigro stated 40 Second Street has been deemed as a single family as of 10/1/24 and owners are looking for a pro-rated bill starting 10/1/24.
 - Frank Bauchiero motioned to pro-rate 2024 sewer use bill for 40 Second Street starting 10/1/24
 - Travis Watroba seconded to motion; motion passed unanimously

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9. NEW BUSINESS:

a. Assistant Business Administrator Hours

- Jamie Kreller is asking to increase the Assistant Business Administrator hours from 30 to 40 hours per week due to increased responsibilities that have been outlined and distributed to the Commission.
 - Frank Bauchiero motioned to approve the increase of the Assistant Business Administrator from 30 hours to 40 hours per week.
 - John Murphy seconded the motion; motion passed unanimously

b. Operator 1 Resignation

- Tyler Hinckley, who has been employed by the WPCA for two and a half years, submitted in his letter of resignation, stating that he would be leaving on November 27, 2024, in order to pursue a better salary and pension. Jamie Kreller stated he would like to post for the Operator position. Janet Davis suggested posting for both the Operator-in-Training and Operator 1 job positions and determine the best candidate.
 - Frank Bauchiero motioned to approve the posting for both the Operator-in-Training and Operator 1 full time positions.
 - Travis Watroba seconded the motion; motion passed unanimously.

ADJOURNMENT:

- Travis Watroba motioned to adjourn the Regular Meeting of November 12, 2024, at 7:46 pm.
- Frank Bauchiero seconded the motion; the motion passed unanimously.

Respectfully submitted,

Anna Clark

Assistant Business Administrator

Superintendent's Report October 2024

Plant Operations

- Plant average flow for the month was 0.738 MGD. This was 37% of plant design.
- Hood's average flow for the month was 4,467 gallons. This was less than one percent of plant daily flow.
- Prison average flow for the month was 257,245 gallons. This was 35% of the plant's monthly flow.
- BOD and TSS removal for the month was 99%.
- Nitrogen average for the month was 25 pounds. Our permit limit is a yearly average of less than 45 pounds.

Call-Before-You-Dig

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

Unscheduled Overtime

- 10/1 - PS #1 (Thompsonville Road) Power failure
- 10/6 – Plant high flow alarm
- 10/26 – PS #3 (Mountain Road) Power failure

Capacity Letter

- Capacity letter was issued for 300 units for 156 South Main Street.

Inspections

- Inspection was completed at 12 Fiddlehead Place for sewer lateral installation.
- Inspection was completed at 875 Branch Road for sewer lateral installation.
- Inspection was completed at 39 Halladay Avenue West for sewer lateral installation.
- Inspection was completed at 85 Stonegate Lane for sewer lateral installation.

DEEP

- Monthly NAR (Nutrient Analysis Report) was electronically submitted to DEEP.
- Monthly MOR (Monthly Operating Report) was electronically submitted to DEEP.
- Monthly DMR (Discharge Monitoring Report) was electronically submitted to EPA.
- Quarterly Sludge report was electronically submitted to DEEP.
- Quarterly ATMR (Aquatic Toxicity Monitoring Report) was electronically submitted to DEEP.
- Maintenance Bypass was reported electronically to DEEP for work being completed on the Stony Brook Interceptor.

- DMR-QA 44 (Discharge Monitoring Report-Quality Assurance 44) EPA uses this yearly report to assure the integrity of the NPDES (National Pollutant Discharge Elimination System) program was electronically submitted to DEEP.

Training

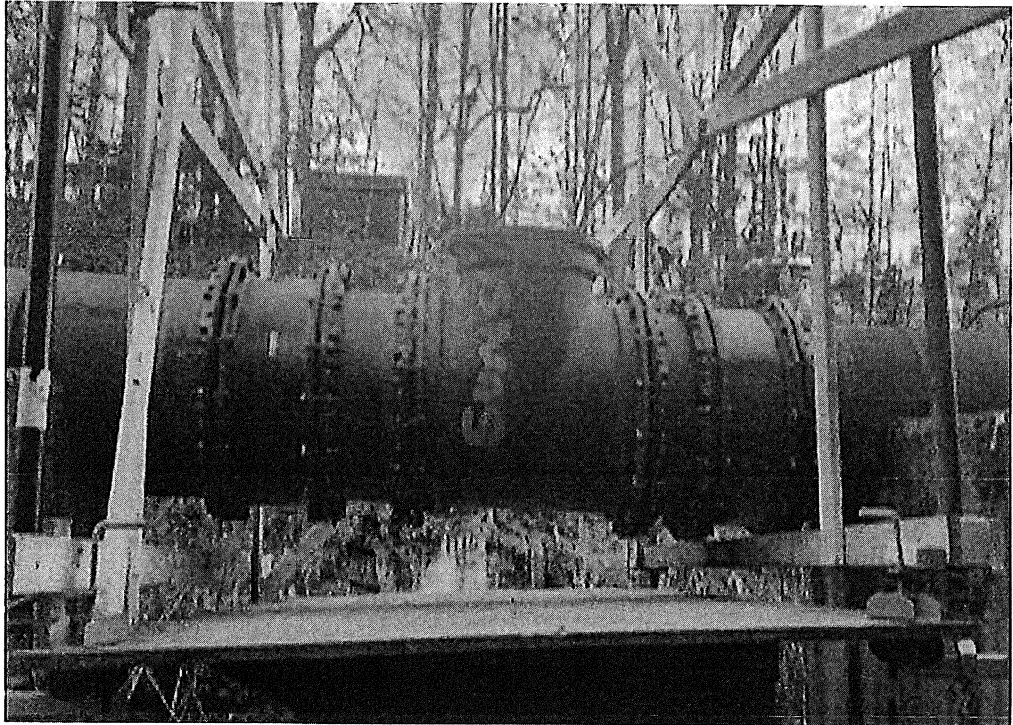
- All WPCA operators have completed their mandated yearly 6 TCH's.
- Alex and Jamie attended CTWEA fall workshop with topics including: DEEP Update, Legislative Update, NEWEA Update, Wetlands Permits for Sewer Infrastructure, and Workforce Development.

Maintenance

- Semi-annual fire alarm inspection was completed.
- Semi-annual flow meter inspection was completed.
- Noisy manhole in front of 155 North Main Street was fixed.
- Semi-annual brush hogging of our 8 miles of easements was completed.
- Semi-annual plant lighting checks were completed.
- Semi-annual oil checks of our CAT mixers were completed (x4).
- Bi-monthly clarifier system inspection was completed (x3).
- Quarterly and semi-annual stormwater inspections were completed.
- Yearly backflow preventor maintenance was completed (x5).
- Bi-monthly anoxic mixer system inspection was completed (x3).
- Bi-monthly greasing of belt filter press was completed (x2).
- Quarterly pump station alarm checks were completed (x19).
- Bi-monthly weir cleaning was completed (x11).
- Replaced pneumatic grease pump for belt filter press.
- UV was shut down for the year, cleaned, and winterized.
- Annual fire extinguisher inspections were completed.
- Annual bid and cleaning of Kent Farms' septic tanks was completed.
- WPCA Operators mapped manholes on Academy Road and Day Avenue.
- Annual elevator inspections were completed (x2).
- Roll-off truck had one tire repaired.
- Roll-off and Vactor had annual DOT inspections completed.
- Wipes were removed from pumps at PS #3 (Thompsonville Road).
- Annual maintenance of all generators was completed.
- Fixed tire tracks from Vactor at Hathway Farms.

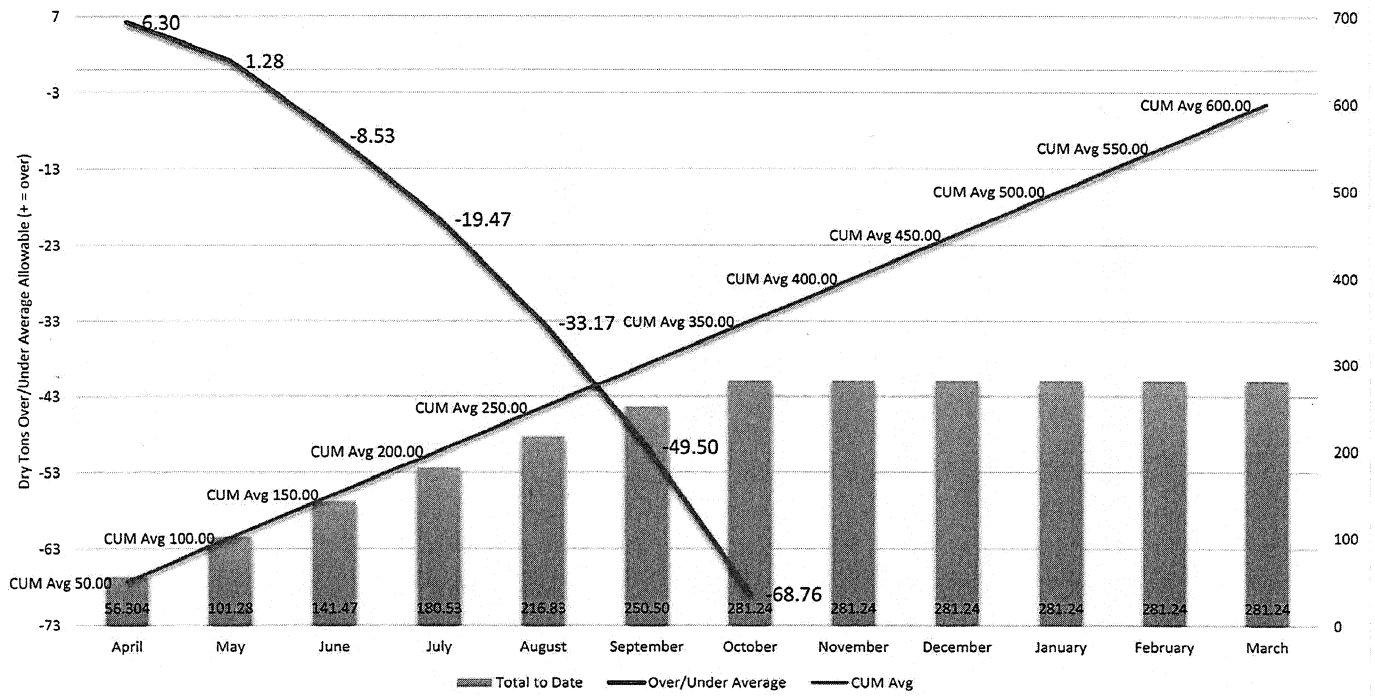
- Below are some pictures from the Emergency Stony Brook Repairs.





Date	Monthly Dry Tons	Total to Date	Dry Tons Available	Percent of Limit	Percent of Time	WPCA Dry Tons
2024-2025						
April	56.304	56.304	543.70	9.38%	8.33%	55.87
May	44.975	101.28	498.72	16.88%	16.67%	44.36
June	40.194	141.47	458.53	23.58%	25.00%	40.19
July	39.056	180.53	419.47	30.09%	33.33%	39.03
August	36.300	216.83	383.17	36.14%	41.67%	36.08
September	33.675	250.50	349.50	41.75%	50.00%	32.68
October	30.735	281.24	318.76	46.87%	58.33%	
November		281.24	318.76	46.87%	66.67%	
December		281.24	318.76	46.87%	75.00%	
January		281.24	318.76	46.87%	83.33%	
February		281.24	318.76	46.87%	91.67%	
March		281.24	318.76	46.87%	100.00%	

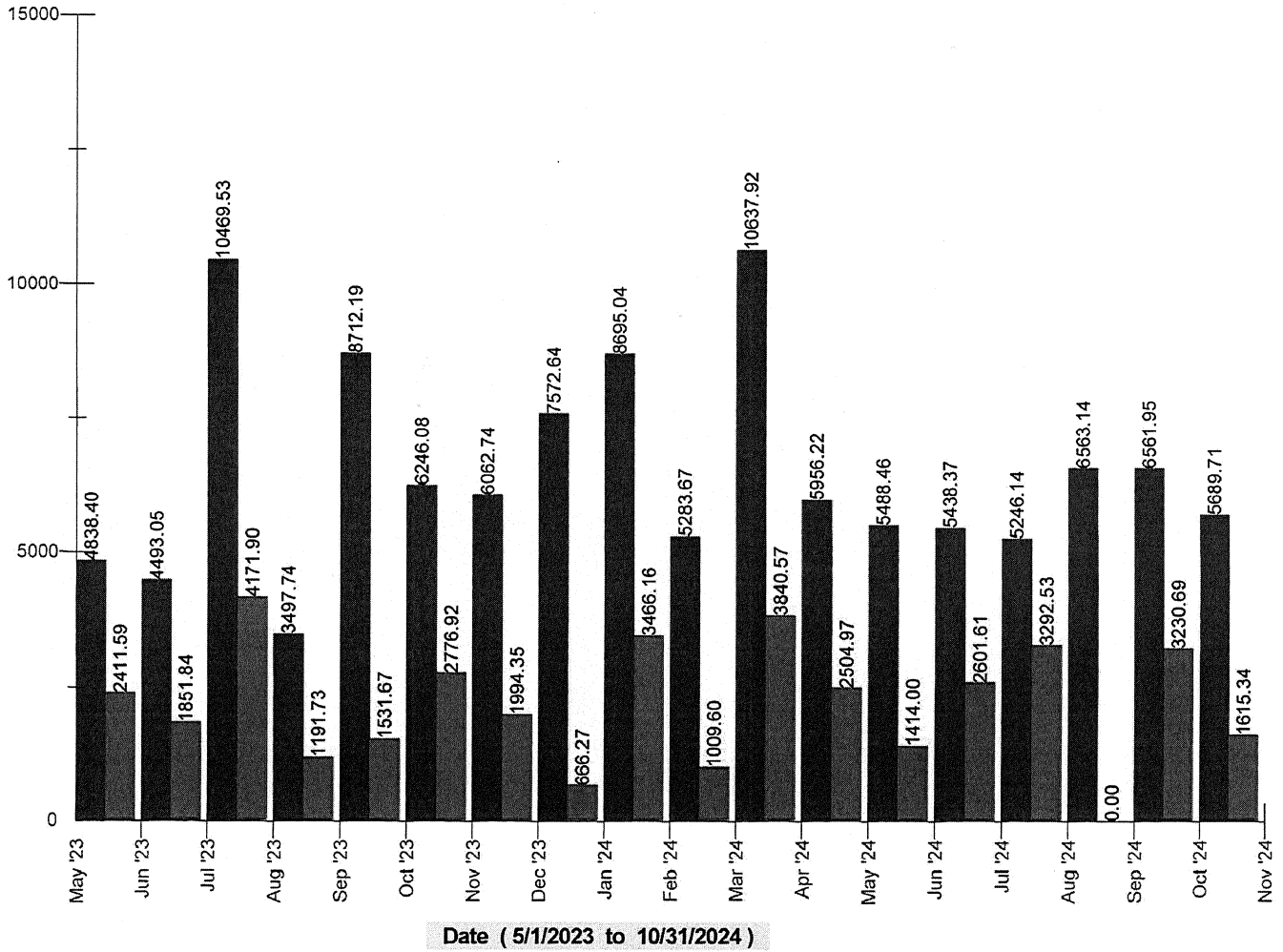
Sludge Total Cumulative & Over/Under Average



Monthly Overtime Costs in Dollars

Scheduled vs Unscheduled Overtime Costs

Scheduled OT Costs Unscheduled OT Costs

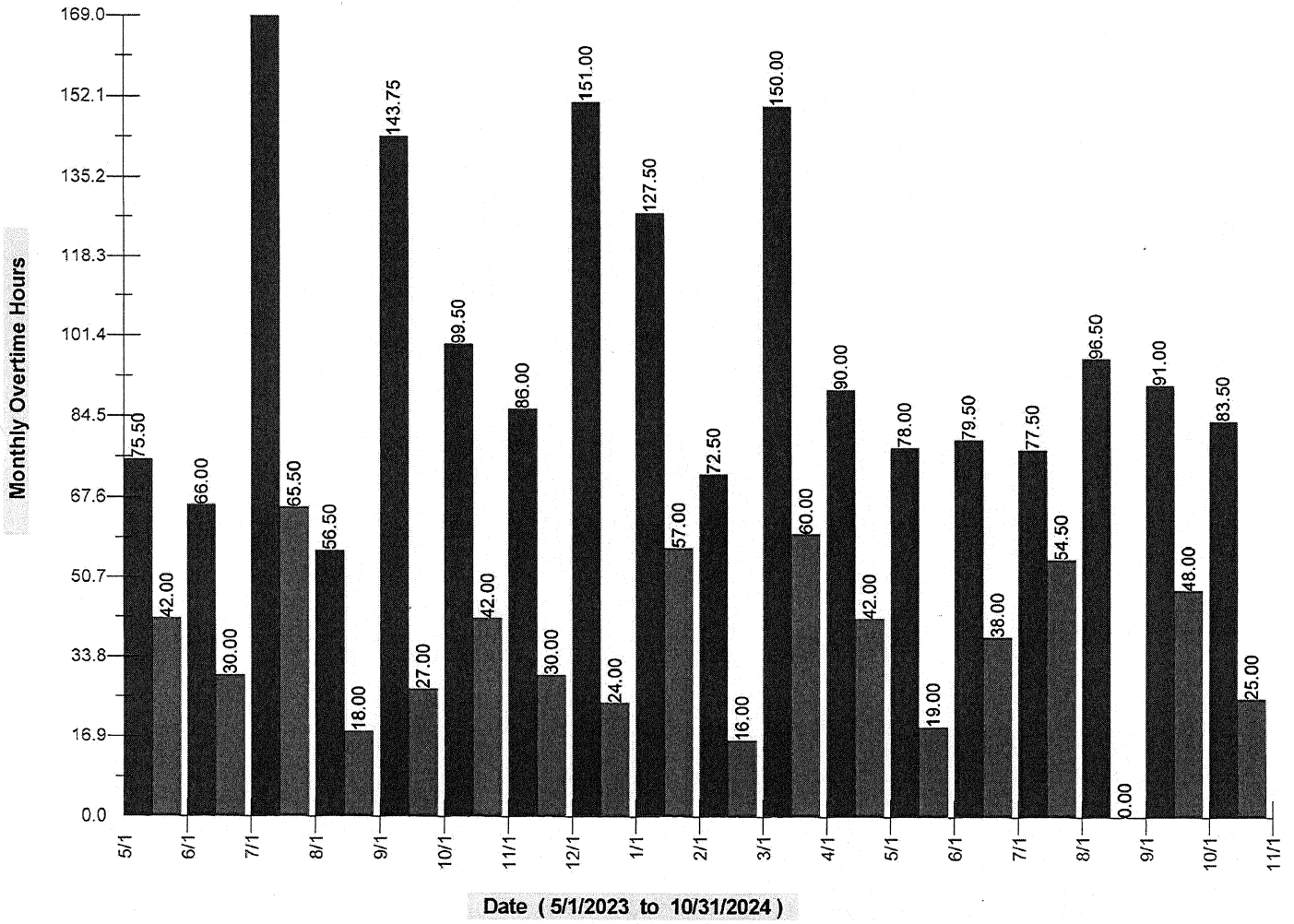


Date (5/1/2023 to 10/31/2024)

Scheduled vs Unscheduled Overtime Costs

Scheduled vs Unscheduled Overtime Hours

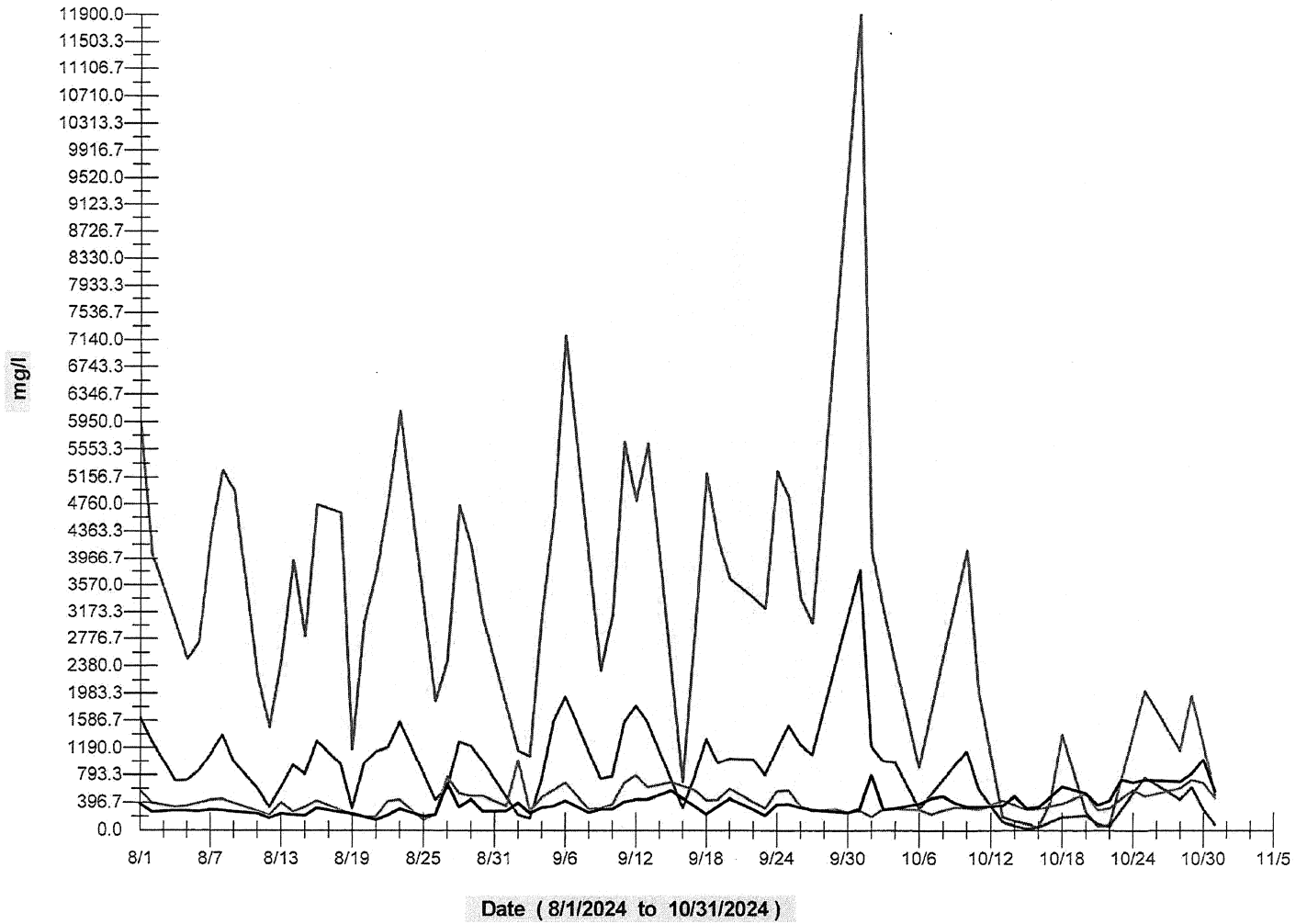
■ Scheduled Hours ■ Unscheduled Hours



Scheduled vs Unscheduled Hours

H.P. HOOD LOADING VS PLANT LOADING

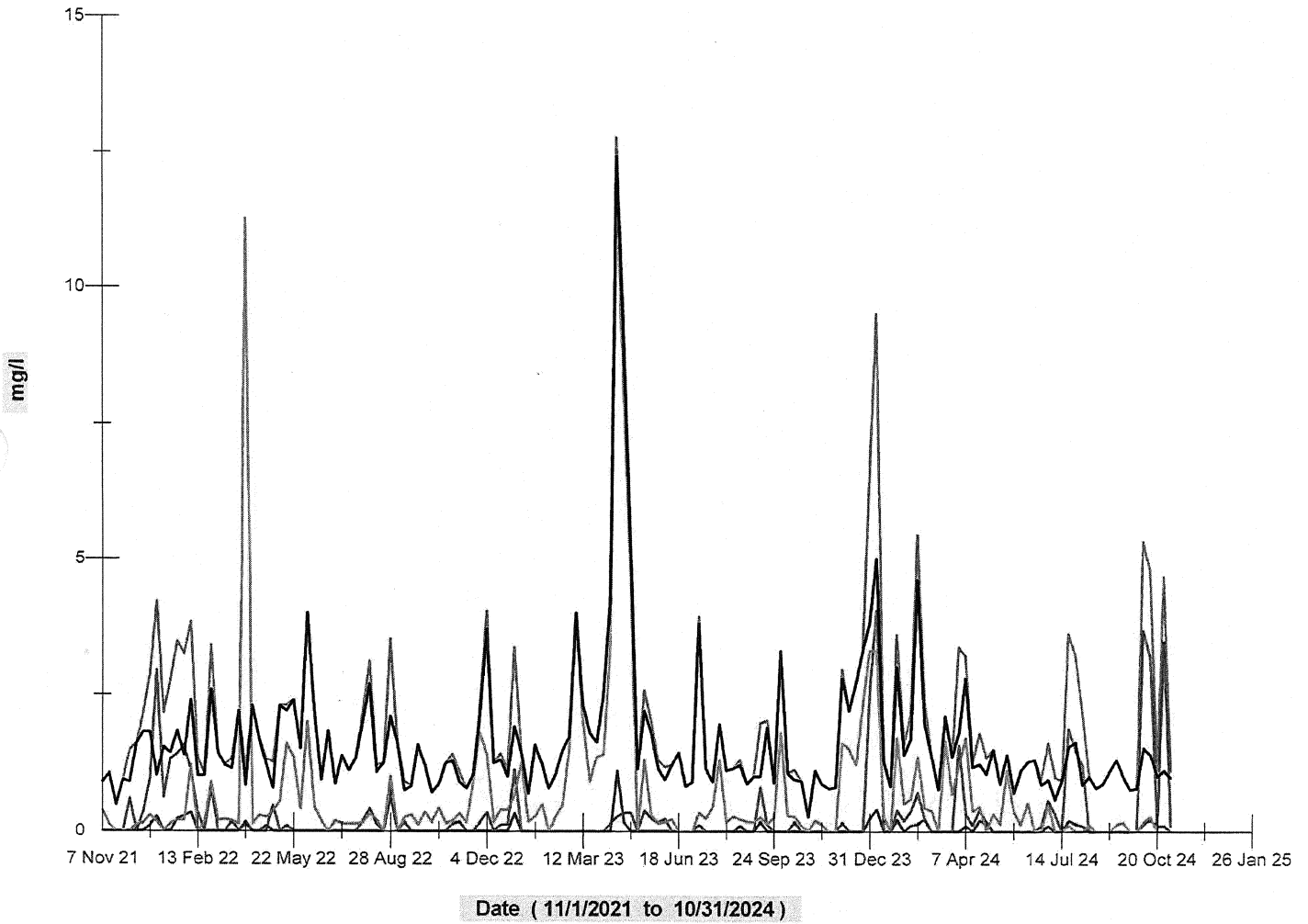
/ Hood TSS / Hood BOD / Inf. Plant BOD / Inf. Plant TSS



H.P. HOOD LOADING VS PLANT LOADING

Weekly Average of Total Nitrogen VS Forms of Nitrogen

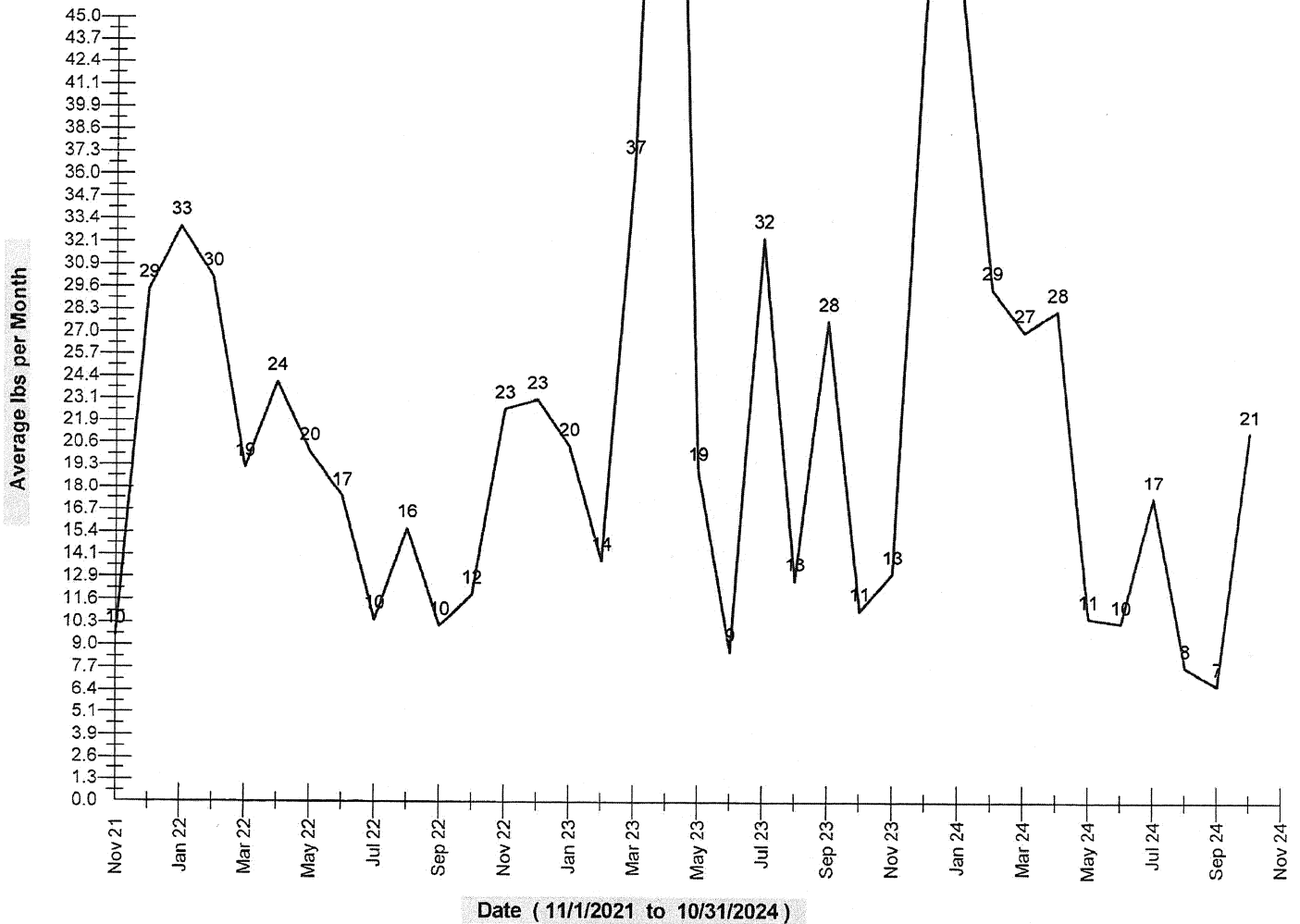
— Nitrite — Nitrate — Total Nitrogen — Ammonia — Total Kjeldahl



Weekly Average of Total Nitrogen

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

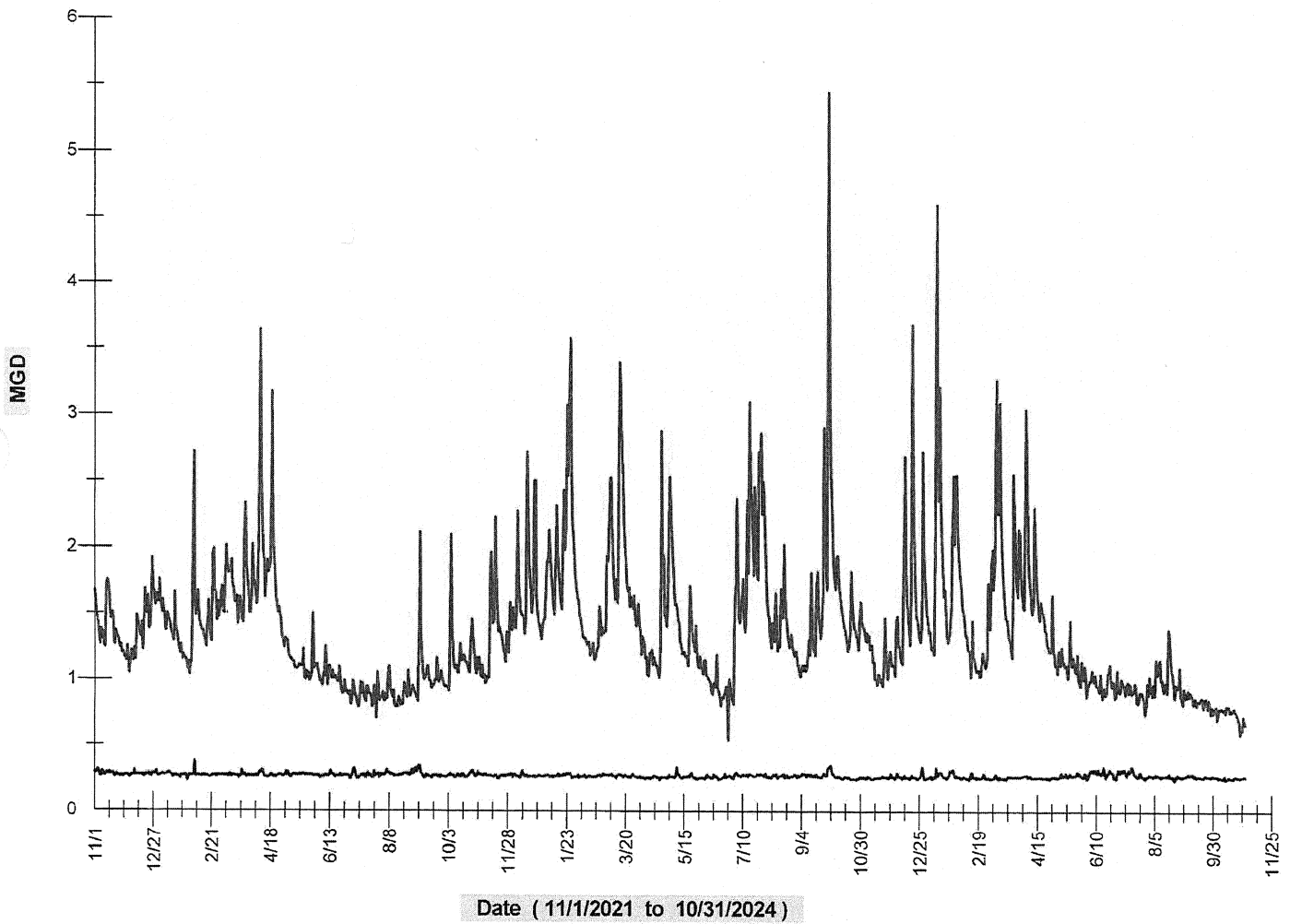
/ Total Nitrogen lbs/day (Eff.) (Mo Avg)



Monthly Average of Effluent Nitrogen Pounds

Prison Flow VS Plant Flow

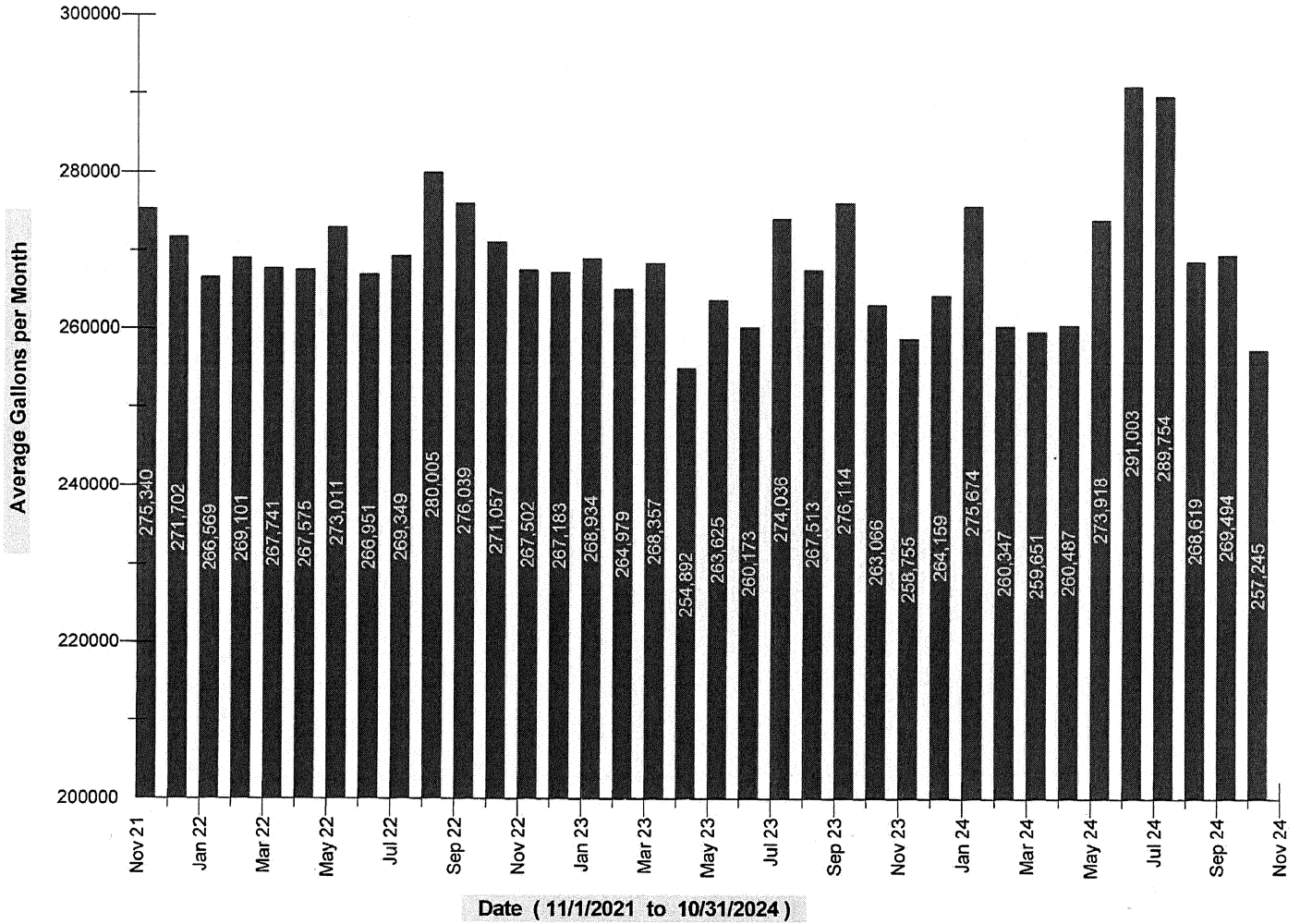
/ PRISON DAILY FLOW / PLANT-TOTAL EFFLUENT FLOW



Prison Flow VS Plant Flow

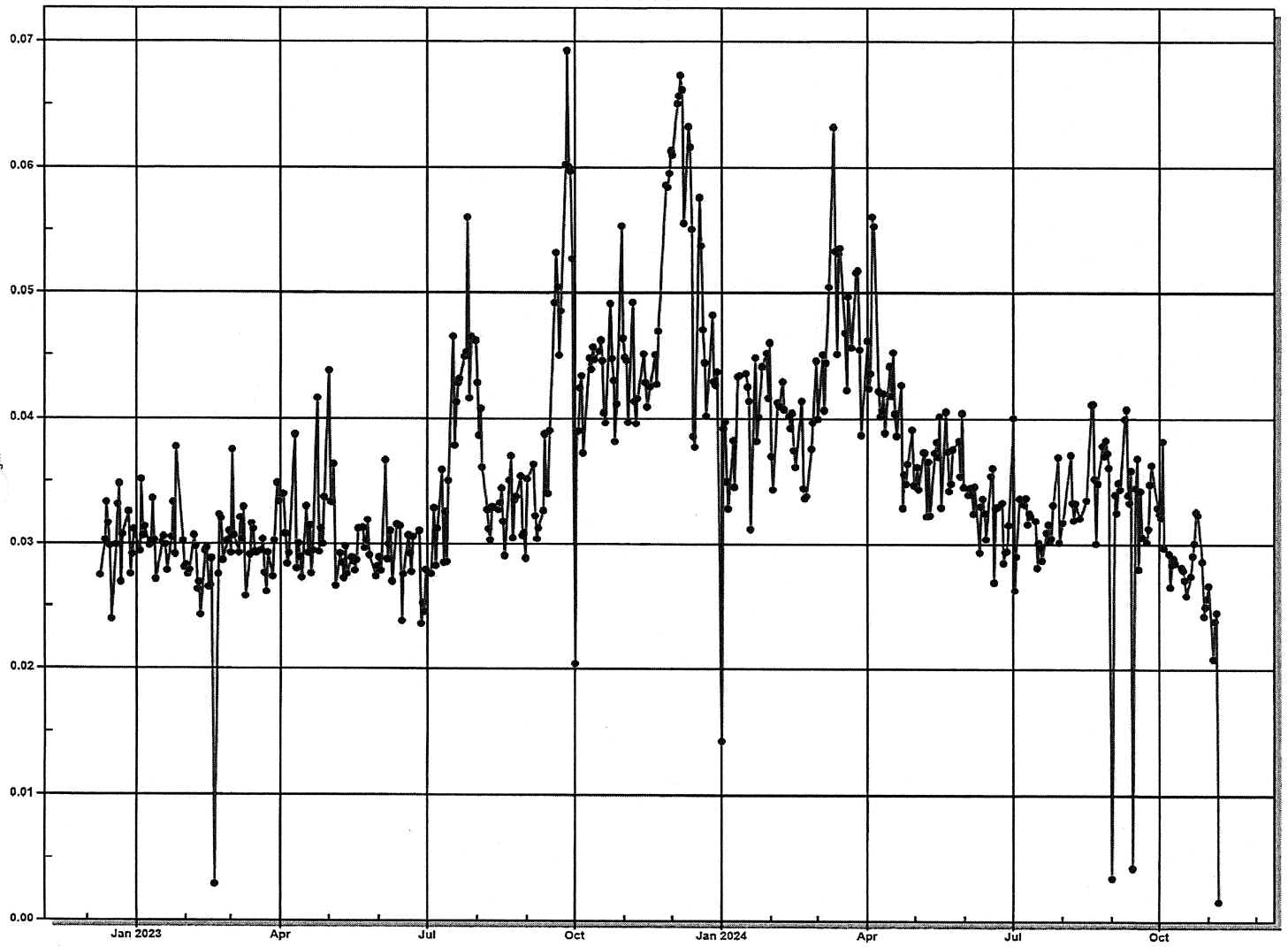
Prison Flow - Average Gallons Per Month

■ CALCULATED PRISON FLOW (Mo Avg)



Prison Flow - Average Gallons Per Day

8012 - Gallons to be Wasted
12/9/2022 - 11/7/2024



WPCA Reserve Capacity Maintenance Fund - 2024/2025

September 2024

Cash Balance @ 7/01/2024

FNB# 27650

\$ 48,520.44

CADRE

\$ 1,296,244.13

\$ 1,344,764.57

RECEIPTS:	BUDGET	MONTH	YTD	VARIANCE
Interest Income	\$ -	\$ 1,795.02	\$ 6,014.63	\$ (6,014.63)
From Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Due From Other Funds	\$ -	\$ -	\$ -	\$ -
Transfer In	\$ -	\$ -	\$ -	\$ -
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -
Transfer from Assessment	\$ 100,000	\$ -	\$ -	\$ 100,000.00
Transfer from O&M Line Item	\$ 536,000	\$ -	\$ -	\$ 536,000.00
Grant Income	\$ 960,000	\$ -	\$ -	\$ 960,000.00
Transfer From Fund Balance	\$ 1,643,000	\$ -	\$ -	\$ 1,643,000.30
TOTAL RECEIPTS	\$ 3,239,000	\$ 1,795.02	\$ 6,014.63	\$ 3,232,985.67
DISBURSEMENTS:				
Plant Upgrades	\$ 3,239,000	\$ -	\$ 63,051.40	\$ 3,175,948.34
Emergency Repairs	\$ -	\$ -	\$ -	\$ -
Accounts Payable 2023 2024	\$ -	\$ -	\$ 34,452.38	\$ (34,452.38)
Misc Repairs	\$ -	\$ -	\$ -	\$ -
Transfer Out to ADMIN	\$ -	\$ -	\$ -	\$ -
Due From Other Funds	\$ -	\$ -	\$ 150,000.00	\$ (150,000.00)
Sewer Development	\$ -	\$ -	\$ -	\$ -
	\$ 3,239,000	\$ -	\$ 247,503.78	\$ 2,991,495.96

CASH POSITION SUMMARY:

Cash Balance @ 7/01/2024	\$ 1,344,764.57	\$ 1,016.66	First National Bank
YTD Receipts:	\$ 6,014.63	\$ 1,102,258.76	CADRE
YTD Disbursements:	\$ 247,503.78		
Cash Balance @ 9/30/2024	\$ 1,103,275.42	\$ 1,103,275.42	\$ -

WPCA Administration Fund - 2024/2025

September

2024

Cash Balance 7/1/2024

FNB# 6475

\$72,571.04

Scanned Account

\$8,038.38

Invoice Cloud

\$7,754.77

TDBank Admin

\$14,924.89

TDBank Reserve

\$473,577.47

STIF Account

\$3,290,118.05

25-Oct-24

\$ 3,866,984.60

RECEIPTS

BUDGET

MONTH

YTD

VARIANCE

User Fees 24 25	\$ 1,647,000	\$ 56,941.14	\$ 1,570,612.88	\$ 76,387.03
Prison	\$ 905,000	\$ -	\$ -	\$ 905,000.00
Prison 2023/2024	\$ -	\$ -	\$ 227,578.76	\$ (227,578.76)
Kent Farms	\$ 19,000	\$ 450.00	\$ 19,350.00	\$ (350.00)
Delinquent Payments	\$ 32,000	\$ 9,400.26	\$ 24,281.72	\$ 7,718.28
H.P. Hood	\$ 848,000	\$ -	\$ -	\$ 848,000.00
H.P. Hood 2023/2024	\$ -	\$ -	\$ -	\$ -
Interest & Fees	\$ 22,000	\$ 7,370.55	\$ 15,910.02	\$ 6,089.98
Permits & Septic	\$ 40,000	\$ 1,254.38	\$ 8,066.89	\$ 31,933.11
Misc Income	\$ -	\$ -	\$ -	\$ -
- Scrap metal	\$ -	\$ -	\$ -	\$ -
Due To/Due From	\$ -	\$ -	\$ 150,000.00	\$ (150,000.00)
Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Appropriation Refunds	\$ -	\$ -	\$ -	\$ -
Invest Income	\$ 72,000	\$ 19,340.72	\$ 51,001.59	\$ 20,998.41
Grant \$ Received	\$ -	\$ 1,237.00	\$ 1,237.00	\$ (1,237.00)
Transfer from Fund Balance	\$ 1,643,000	\$ -	\$ -	\$ 1,643,000.30
TOTAL RECEIPTS	\$ 5,228,000	\$ 95,994.05	\$ 2,068,038.86	\$ 3,159,961.35

EXPENDITURES

Payroll Payable (2023/2024)	\$ -	\$ -	\$ -	\$ -
Payroll (with SS)	\$ 1,154,000	\$ 83,529.18	\$ 249,731.52	\$ 904,268.48
Other Expenditures	\$ 2,431,000	\$ 105,594.18	\$ 415,371.50	\$ 2,015,628.50
Due To/Due From	\$ -	\$ (9,745.30)	\$ (12,147.62)	\$ 12,147.62
Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Accounts Payable	\$ -	\$ -	\$ 96,309.70	\$ (96,309.70)
Transfer to RCM	\$ 1,643,000	\$ -	\$ -	\$ 1,643,000.00
TOTAL DISBURSEMENTS	\$ 5,228,000	\$ 179,378.06	\$ 749,265.10	\$ 4,478,734.90

Cash Reconciliation 9/30/2024

XFERS TO OTHER ACCOUNT

FNB# 6475	\$ 50,086.45
Scanned Account	\$ 216,948.96
Invoice Cloud	\$ 104,962.41
TDBank Admin	\$ 51,771.33
TDBank Reserve	\$ 475,998.64
STIF Account	\$ 4,285,990.57

\$ 5,185,758.36	\$ 5,185,758.36	\$ -
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WPCA Administration Fund - 2024/2025

September 2024

Prior/Current Year Comparison

25-Oct-24
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RECEIPTS	2023/2024 Month	2024/2025 Month	Variance	2023/2024 Year To Date	2024/2025 Year To Date	Variance
User Fees current Year	\$ 37,667.25	\$ 56,941.14	\$ 19,273.89	\$ 1,507,036.66	\$ 1,570,612.88	\$ 63,576.22
Prison	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prison Last Fiscal year	\$ -	\$ -	\$ -	\$ 210,020.29	\$ 227,578.76	\$ 17,558.47
Kent Farms	\$ 433.40	\$ 450.00	\$ 16.60	\$ 18,468.58	\$ 19,350.00	\$ 881.42
Delinquent Payments	\$ 5,979.76	\$ 9,400.26	\$ 3,420.50	\$ 11,674.66	\$ 24,281.72	\$ 12,607.06
H.P. Hood	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
H.P. Hood Last Fiscal year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest & Fees	\$ 7,664.41	\$ 7,370.55	\$ (293.86)	\$ 15,363.30	\$ 15,910.02	\$ 546.72
Permits & Septic	\$ 5,219.38	\$ 1,254.38	\$ (3,965.00)	\$ 13,438.13	\$ 8,066.89	\$ (5,371.24)
Misc Income	\$ -	\$ -	\$ -	\$ 46.76	\$ -	\$ (46.76)
- Scrap metal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due To/Due From	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00	\$ 150,000.00
Clerk of the Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Appropriation Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Invest Income	\$ 7,080.25	\$ 19,340.72	\$ 12,260.47	\$ 18,412.02	\$ 51,001.59	\$ 32,589.57
Grant \$ Received	\$ -	\$ 1,237.00	\$ 1,237.00	\$ 884.00	\$ 1,237.00	\$ 353.00
Transfer from Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS	\$ 64,044.45	\$ 95,994.05	\$ 31,949.60	\$ 1,795,344.40	\$ 2,068,038.86	\$ 272,694.46
EXPENDITURES						
Payroll Payable (Last Fiscal yr)	\$ -	\$ -	\$ -	\$ 538.25	\$ -	\$ (538.25)
Payroll (with SS)	\$ 74,413.18	\$ 83,529.18	\$ 9,116.00	\$ 228,365.39	\$ 249,731.52	\$ 21,366.13
Other Expenditures	\$ 99,209.47	\$ 105,594.18	\$ 6,384.71	\$ 380,947.01	\$ 415,371.50	\$ 34,424.49
Due To/Due From	\$ (10,930.64)	\$ (9,745.30)	\$ 1,185.34	\$ (11,224.58)	\$ (12,147.62)	\$ (923.04)
Clerk of the Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable	\$ 16,443.93	\$ -	\$ (16,443.93)	\$ 193,799.65	\$ 96,309.70	\$ (97,489.95)
Transfer to RCM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL DISBURSEMENTS	\$ 179,135.94	\$ 179,378.06	\$ 242.12	\$ 792,425.72	\$ 749,265.10	\$ (43,160.62)

WPCA Assessment Fund

2024/2025

September 2024

Cash Balance 7/1/2024

FNB

\$15,751.60

CADRE

\$3,898.90

24-Oct-24

12:46 PM

\$19,650.50

RECEIPTS

	BUDGET	MONTH	YTD	VARIANCE
Developer's Agreements	\$ 71,000	\$ -	\$ 8,000.00	\$ 63,000.00
Current Assessments	\$ 22,000	\$ 9,714.36	\$ 12,335.94	\$ 9,664.06
Assessments-Prior Years	\$ 2,000	\$ -	\$ 2,031.14	\$ (31.23)
Penalty Interest & Fees	\$ 1,000	\$ 30.94	\$ 834.68	\$ 165.32
Advance Collection	\$ 2,000	\$ -	\$ -	\$ 2,000.00
Due To Others	\$ -	\$ (9,745.30)	\$ (12,147.62)	\$ 12,147.62
Investment Interest	\$ 2,000	\$ 11.37	\$ 26.63	\$ 1,973.56
Transfer from Assessment Fund Bal	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 100,000	\$ 11.37	\$ 11,080.77	\$ 88,919.34

DISBURSEMENTS

Service Charge	\$ -	\$ -	\$ -	\$ -
To General Fund Prior Year	\$ -	\$ -	\$ -	\$ -
To General Fund Current Year	\$ -	\$ -	\$ -	\$ -
Due To Others	\$ -	\$ -	\$ -	\$ -
Misc Expense	\$ -	\$ -	\$ -	\$ -
Transfer to RCM	\$ 100,000	\$ -	\$ -	\$ 100,000.44
	\$ 100,000	\$ -	\$ -	\$ 100,000.44

Cash Balance @ 9/30/2024

FNB \$ 23,751.60

CADRE \$ 6,979.67

\$30,731.27

\$ 30,731.27

\$ -

WPCA Assessment Fund - 2024/2025

September 2024

Prior/Current Year Comparison

24-Oct-24
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RECEIPTS	Prior Year Month	Current Year Month	Variance	Prior Year Year To Date	Current Year Year To Date	Variance
Developer's Agreements	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00
Current Assessments	\$ 4,079.93	\$ 9,714.36	\$ 5,634.43	\$ 4,079.93	\$ 12,335.94	\$ 8,256.01
Assessments-Prior Years	\$ -	\$ -	\$ -	\$ -	\$ 2,031.14	\$ 2,031.14
Penalty Interest & Fees	\$ -	\$ 30.94	\$ 30.94	\$ 10.00	\$ 834.68	\$ 824.68
Advance Collection	\$ -	\$ -	\$ -	\$ 1,538.79	\$ -	\$ (1,538.79)
Due To Others	\$ (2,531.14)	\$ (9,745.30)	\$ (7,214.16)	\$ (4,079.93)	\$ (12,147.62)	\$ (8,067.69)
Investment Interest	\$ 161.59	\$ 11.37	\$ (150.22)	\$ 493.77	\$ 26.63	\$ (467.14)
Transfer from Assessment Fund Bal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS	\$ 1,710.38	\$ 11.37	\$ (1,699.01)	\$ 2,042.56	\$ 11,080.77	\$ 9,038.21
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
2024/2025 Operation and Maintenance Budget**

2024

SEPTEMBER

	24/25 Budget	24/25 Current Month	24/25 Year To Date	24/25 Variance	24/25 % Unexpended
50160 · Payroll	\$ 1,072,000	\$ 81,112.19	\$ 222,282.39	\$ 849,717.61	79%
50220 · Social security	\$ 82,000	\$ 5,857.37	\$ 16,065.91	\$ 65,934.09	80%
50230 · Pension	\$ 105,000	\$ -	\$ 105,000.00	\$ -	0%
50232 · OPEB CONTRIBUTION	\$ 84,000	\$ -	\$ 84,000.00	\$ -	0%
50270 · Workers Comp	\$ 9,000	\$ -	\$ 8,466.00	\$ 534.00	6%
50290 · Safety Supplies	\$ 14,000	\$ 184.28	\$ 598.16	\$ 13,401.84	96%
50341 · Legal/advice	\$ 53,000	\$ 2,483.33	\$ 2,820.64	\$ 50,179.36	95%
50384 · Uniforms	\$ 7,000	\$ -	\$ 1,314.28	\$ 5,685.72	81%
50385 · Tests	\$ 51,000	\$ 1,417.75	\$ 2,583.36	\$ 48,416.64	95%
50409 · Waste disposal	\$ 296,000	\$ 17,751.26	\$ 18,837.58	\$ 277,162.42	94%
50433 · Process Equip - R&M	\$ 115,000	\$ 1,689.00	\$ 3,367.75	\$ 111,632.25	97%
50436 · R & M - Vehicles	\$ 17,000	\$ 6,091.92	\$ 6,957.80	\$ 10,042.20	59%
50439 · Service Contracts	\$ 46,000	\$ 3,613.25	\$ 11,020.59	\$ 34,979.41	76%
50445 · Plant Maint	\$ 77,000	\$ 5,549.96	\$ 7,835.92	\$ 69,164.08	90%
50446 · Collection System	\$ 35,000	\$ 1,771.66	\$ 4,347.89	\$ 30,652.11	88%
50520 · Insurance	\$ 37,000	\$ -	\$ 18,445.24	\$ 18,554.76	50%
50521 · Employee Insur	\$ 280,000	\$ 17,776.07	\$ 56,248.82	\$ 223,751.18	80%
50530 · Postage	\$ 4,000	\$ 65.40	\$ 124.21	\$ 3,875.79	97%
50531 · Telephone	\$ 19,000	\$ 3,018.00	\$ 4,231.06	\$ 14,768.94	78%
50540 · Advertising	\$ 3,000	\$ 849.96	\$ 1,864.66	\$ 1,135.34	38%
50581 · Mileage	\$ 2,000	\$ -	\$ -	\$ 2,000.00	100%
50612 · Office supplies	\$ 18,000	\$ 159.32	\$ 2,207.31	\$ 15,792.69	88%
50622 · Electricity	\$ 197,000	\$ 16,248.00	\$ 16,385.61	\$ 180,614.39	92%
50624 · Fuel oil - heat	\$ 7,000	\$ -	\$ 262.50	\$ 6,737.50	96%
50626 · Gas - automotive	\$ 23,000	\$ 1,250.05	\$ 1,250.05	\$ 21,749.95	95%
50627 · Water	\$ 8,000	\$ 1,628.42	\$ 1,628.42	\$ 6,371.58	80%
50750 · Cap Replace - Vehicles	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50755 · Cap Improve	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50760 · Tools & Equip	\$ 35,000	\$ -	\$ 10,547.99	\$ 24,452.01	70%
50802 · Administration Fees/REFUNDS	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50810 · Dues & Subs	\$ 4,000	\$ 150.00	\$ 577.00	\$ 3,423.00	86%
50812 · Training	\$ 20,000	\$ 400.00	\$ 495.00	\$ 19,505.00	98%
50855 · Medical Exps	\$ 3,000	\$ -	\$ -	\$ 3,000.00	100%
50899 · Reserve Cap Projects	\$ 536,000	\$ 0	\$ -	\$ 536,000.00	100%
50911 · Transfer to RCM	\$ 1,643,000	\$ -	\$ -	\$ 1,643,000.30	100%
50920 · Contingency	\$ 105,000	\$ -	\$ -	\$ 105,000.00	100%
50940 · Engineering Services	\$ 30,000	\$ -	\$ -	\$ 30,000.00	100%
50955 · Interest Expense	\$ 3,000	\$ -	\$ -	\$ 3,000.00	100%
50969 · Chemicals	\$ 33,000	\$ -	\$ 3,132.00	\$ 29,868.00	91%
#1 -Thompsonville Rd-63	\$ 24,000	\$ 1,977.36	\$ 2,920.20	\$ 21,079.80	88%
#10 - Mapleton Estates-71	\$ 4,000	\$ 706.23	\$ 4,938.12	\$ (938.12)	-23%
#11 - Mapleton Ave-72	\$ 9,000	\$ 893.05	\$ 2,277.53	\$ 6,722.47	75%
#12 - Bridge St-73	\$ 11,000	\$ 877.10	\$ 1,240.31	\$ 9,759.69	89%
#13 - Stony Brook-74	\$ 4,000	\$ 722.63	\$ 814.14	\$ 3,185.86	80%
#2 - Southfield-62	\$ 3,000	\$ 712.66	\$ 792.97	\$ 2,207.03	74%
#3 - Mountain Road-64	\$ 15,000	\$ 1,223.04	\$ 2,002.43	\$ 12,997.57	87%
#4 - River Blvd-65	\$ 8,000	\$ 936.11	\$ 1,465.47	\$ 6,534.53	82%
#5 - Fairhill Lane-66	\$ 12,000	\$ 995.81	\$ 1,616.55	\$ 10,383.45	87%
#6 - Suffield Meadows-67	\$ 9,000	\$ 800.67	\$ 979.90	\$ 8,020.10	89%
#7 - Poole Rd.-68	\$ 14,000	\$ 3,839.18	\$ 4,694.72	\$ 9,305.28	66%
#8 - Plantation Dr-69	\$ 15,000	\$ 688.73	\$ 753.43	\$ 14,246.57	95%
#9 - Eagles Watch-70	\$ 7,000	\$ 713.47	\$ 798.04	\$ 6,201.96	89%
#16 Prospect Hill Estates	\$ 5,000	\$ 726.18	\$ 815.24	\$ 4,184.76	84%
#17 Cedar Crest Drive	\$ 5,000	\$ 789.82	\$ 943.51	\$ 4,056.49	81%
#18 Wisteria Lane	\$ 5,000	\$ 707.18	\$ 788.22	\$ 4,211.78	84%
#19 Malec Farms	\$ 5,000	\$ 730.02	\$ 833.74	\$ 4,166.26	83%
	<hr/>	<hr/>	<hr/>	<hr/>	
	\$ 5,228,000	\$ 187,106.43	\$ 641,572.66	\$ 4,586,427.64	88%

s/b
75%

Accruals

Town of Suffield Water Pollution Control Authority
2024/2025 Operation and Maintenance Budget

2024 September	24/25 Budget	24/25 Current Month	24/25 Year To Date	24/25 Variance	24/25 Unexpended	
50160 · Payroll	\$ 1,072,000	\$ 81,112.19	\$ 222,282.39	\$ 849,717.61	79%	
50220 · Social security	\$ 82,000	\$ 5,857.37	\$ 16,065.91	\$ 65,934.09	80%	
50230 · Pension	\$ 105,000	\$ 8,750.00	\$ 26,250.00	\$ 78,750.00	75%	
50232 · OPEB CONTRIBUTION	\$ 84,000	\$ 7,000.00	\$ 21,000.00	\$ 63,000.00	75%	
50270 · Workers Comp	\$ 9,000	\$ 750.00	\$ 2,250.00	\$ 6,750.00	75%	
50290 · Safety Supplies	\$ 14,000	\$ 184.28	\$ 598.16	\$ 13,401.84	96%	
50341 · Legal/advice	\$ 53,000	\$ 2,483.33	\$ 2,820.64	\$ 50,179.36	95%	
50384 · Uniforms	\$ 7,000	\$ -	\$ 1,314.28	\$ 5,685.72	81%	
50385 · Tests	\$ 51,000	\$ 1,417.75	\$ 2,583.36	\$ 48,416.64	95%	
50409 · Waste disposal	\$ 296,000	\$ 17,751.26	\$ 18,837.58	\$ 277,162.42	94%	
50433 · Process Equip - R&M	\$ 115,000	\$ 1,689.00	\$ 3,367.75	\$ 111,632.25	97%	
50436 · R & M - Vehicles	\$ 17,000	\$ 6,091.92	\$ 6,957.80	\$ 10,042.20	59%	
50439 · Service Contracts	\$ 46,000	\$ 3,613.25	\$ 11,020.59	\$ 34,979.41	76%	
50445 · Plant Maint	\$ 77,000	\$ 5,549.96	\$ 7,835.92	\$ 69,164.08	90%	
50446 · Collection System	\$ 35,000	\$ 1,771.66	\$ 4,347.89	\$ 30,652.11	88%	
50520 · Insurance	\$ 37,000	\$ 3,083.33	\$ 9,250.00	\$ 27,750.00	75%	
50521 · Employee Insur	\$ 280,000	\$ 17,776.07	\$ 56,248.82	\$ 223,751.18	80%	
50530 · Postage	\$ 4,000	\$ 65.40	\$ 124.21	\$ 3,875.79	97%	
50531 · Telephone	\$ 19,000	\$ 3,018.00	\$ 4,231.06	\$ 14,768.94	78%	
50540 · Advertising	\$ 3,000	\$ 849.96	\$ 1,864.66	\$ 1,135.34	38%	
50581 · Mileage	\$ 2,000	\$ -	\$ -	\$ 2,000.00	100%	
50612 · Office supplies	\$ 18,000	\$ 159.32	\$ 2,207.31	\$ 15,792.69	88%	
50622 · Electricity	\$ 197,000	\$ 16,248.00	\$ 16,385.61	\$ 180,614.39	92%	
50624 · Fuel oil - heat	\$ 7,000	\$ -	\$ 262.50	\$ 6,737.50	96%	
50626 · Gas - automotive	\$ 23,000	\$ 1,250.05	\$ 1,250.05	\$ 21,749.95	95%	
50627 · Water	\$ 8,000	\$ 1,628.42	\$ 1,628.42	\$ 6,371.58	80%	
50750 · Cap Replace - Vehicles	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
50755 · Cap Improve	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
50760 · Tools & Equip	\$ 35,000	\$ -	\$ 10,547.99	\$ 24,452.01	70%	
50802 · Administration Fees/REFUNDS	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
50810 · Dues & Subs	\$ 4,000	\$ 150.00	\$ 577.00	\$ 3,423.00	86%	
50812 · Training	\$ 20,000	\$ 400.00	\$ 495.00	\$ 19,505.00	98%	
50855 · Medical Exps	\$ 3,000	\$ -	\$ -	\$ 3,000.00	0%	
50899 · Reserve Cap Projects	\$ 536,000	\$ 44,666.67	\$ 134,000.00	\$ 402,000.00	75%	
50911 · Transfer to RCM	\$ 1,643,000	\$ 136,916.69	\$ 410,750.08	\$ 1,232,250.23	75%	
50920 · Contingency	\$ 105,000	\$ 8,750.00	\$ 26,250.00	\$ 78,750.00	75%	
50940 · Engineering Services	\$ 30,000	\$ -	\$ -	\$ 30,000.00	0%	
50955 · Interest Expense	\$ 3,000	\$ -	\$ -	\$ 3,000.00	100%	
50969 · Chemicals	\$ 33,000	\$ -	\$ 3,132.00	\$ 29,868.00	91%	
#1 - Thompsonville Rd-63	\$ 24,000	\$ 1,977.36	\$ 2,920.20	\$ 21,079.80	88%	
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#7 - Poole Rd.-68	\$ 14,000	\$ 3,839.18	\$ 4,694.72	\$ 9,305.28	66%	
#8 - Plantation Dr-69	\$ 15,000	\$ 688.73	\$ 753.43	\$ 14,246.57	95%	
#9 - Eagles Watch-70	\$ 7,000	\$ 713.47	\$ 798.04	\$ 6,201.96	89%	
#16 Prospect Hill Estates	\$ 5,000	\$ 726.18	\$ 815.24	\$ 4,184.76	84%	
#17 Cedar Crest Drive	\$ 5,000	\$ 789.82	\$ 943.51	\$ 4,056.49	81%	
#18 Wisteria Lane	\$ 5,000	\$ 707.18	\$ 788.22	\$ 4,211.78	84%	
#19 Malec Farms	\$ 5,000	\$ 730.02	\$ 833.74	\$ 4,166.26	83%	
	\$ 5,228,000	\$ 397,023.12	\$ 1,055,411.50	\$ 4,172,588.81	80%	s/b 75%

12:27 PM

Town of Suffield WPCA Administration Fund

10/31/24

Trial Balance

Accrual Basis

As of September 30, 2024

	Sep 30, 24	
	Debit	Credit
10141 · Cash - FNB	50,086.45	
10142 · Transfer - FNB	0.00	
10143 · Cash - TD Bank	51,771.33	
10144 · WPCA Reserve Fund	475,998.64	
10145 · Petty Cash	0.00	
10146 · Lockbox	0.00	
10177 · STIF Account	4,285,990.57	
10926 · INVOICE CLOUD	104,962.41	
10927 · Scanned Account - Town TDBank	216,948.96	
10203 · Accounts Receivable	547,955.75	
10207 · Septage Fees Receivable	13,235.24	
10209 · DEP Grant Receivable		2.00
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		403,587.28
10801 · Buildings	10,652,894.50	
10802 · Construction in Progress	681,717.32	
10803 · Land	16,038,335.00	
10804 · Land improvement	0.00	
10805 · Vehicles	822,091.00	
10806 · Equipment	17,964,993.22	
10807 · Jet Truck	0.00	
10808 · Less accumulated depreciation		28,843,216.50
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		12,798.29
20403 · Due to Town (aka 20403)		3,095.30
20404 · Due to Sewer Project (RCM)	0.10	
20451 · Accrued Expenses		11,567.43
20801 · Due to GF (aka 20860)		255.73
20602 · Capital Lease Liability - L/T		67,228.42
30350 · Retained Earnings		24,955,328.10
30910 · FUND BALANCE-UNRESERVED-contra	2,136,209.95	
3100 · Opening Bal Equity		0.10
40402 · Interest income		51,001.59
40596 · User charges		1,755,945.41
40597 · Penalties and Interest		12,866.70
40598 · Permits/septic		12,979.39
50160 · Payroll	222,282.39	
50220 · Social security	16,065.91	
50230 · Pension	105,000.00	
50232 · OPEB Contribution	84,000.00	
50270 · Workers compensation	8,466.00	
50290 · Safety/Wellness	598.16	
50341 · Legal/advice	2,820.64	
50384 · Uniforms/cleaning	1,314.28	
50385 · Tests	2,583.36	
50409 · Waste disposal	18,837.58	
50433 · Process equip - repair/main	4,136.52	
50436 · R & M - vehicles	6,957.80	
50439 · Service maintenance contracts	21,722.59	
50445 · Plant maintenance	8,312.92	
50446 · Collection system main	5,410.89	

12:27 PM

Town of Suffield WPCA Administration Fund

Trial Balance

10/31/24

As of September 30, 2024

Accrual Basis

		Sep 30, 24	
		Debit	Credit
50520 • Property/liability/umbrella ins		18,445.24	
50521 • Employee insurance		56,248.82	
50530 • Postage		124.21	
50531 • Telephone		4,231.06	
50540 • Advertising		1,864.66	
50612 • Office supplies		2,207.31	
50622 • Electricity		24,224.91	
50624 • Fuel oil - heat		528.38	
50626 • Gas - automotive		1,250.05	
50627 • Water		1,628.42	
50760 • Tools and equipment		14,974.56	
50802 • Refunds		0.00	
50810 • Dues and Subscriptions		577.00	
50812 • Training		495.00	
50969 • Chemicals		6,264.00	
TOTAL		<u>56,130,956.53</u>	<u>56,130,956.53</u>

2:02 PM

10/25/24

Accrual Basis

Town of Suffield Sewer Assessment Fund

Trial Balance

As of September 30, 2024

	Sep 30, 24	
	Debit	Credit
10143 · Cash - CADRE	6,979.67	
10149 · Cash - WPCA Assessment	23,751.60	
10250 · Assessments	112,443.97	
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	12,147.62	
20501 · Deferred revenue		112,443.97
20501 · Deferred revenue:2210 · Assessments paid in advance	0.00	
30301 · Fund balance		19,615.50
40025 · Revenue - Assessments		14,367.08
40035 · Revenue - Liens, interest, fees		834.68
40040 · Developers Agreements		8,000.00
40402 · Revenue - Use of Money & Proper		26.63
TOTAL	<u>155,322.86</u>	<u>155,322.86</u>

Kent Farms Reserve
Trial Balance
As of September 30, 2024

Sep 30, 24	
	Debit
	Credit
10111 - Cash	118,816.99
20860 - DT/DF WPCA	0.00
Opening Balance Equity	146,215.81
Retained Earnings	28,003.21
40402 - Interest Income	604.39
TOTAL	146,820.20
	146,820.20

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

CC:

Date: November 12, 2024

Re: Delinquent Accounts *ann*

We collected \$10,394.57 in the month of October – 17.63% of the major delinquents.

Six accounts paid in full.

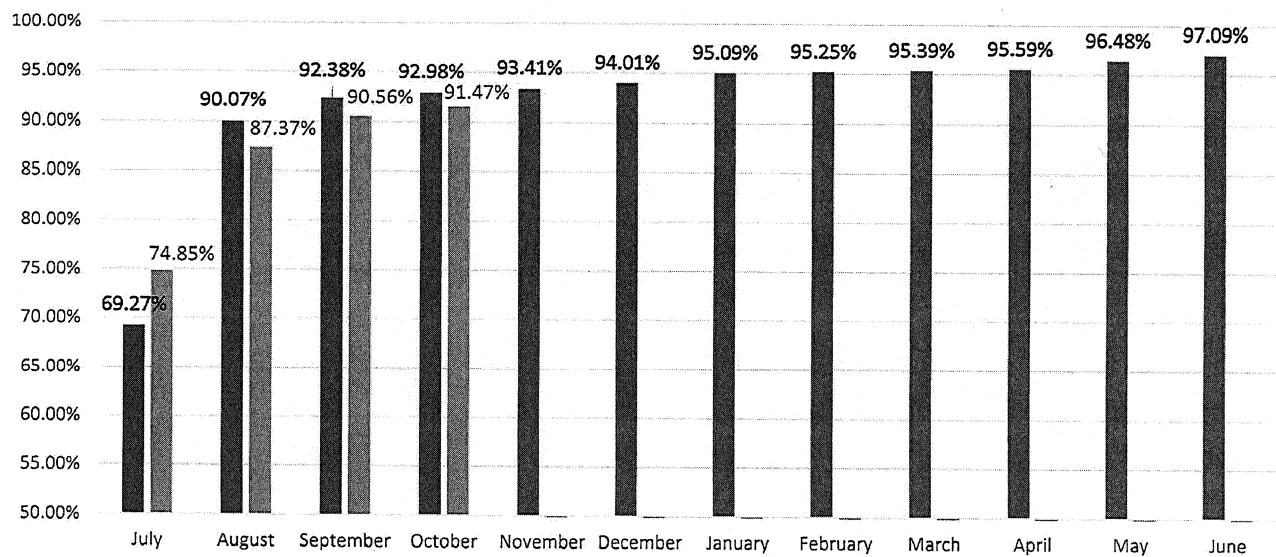
Our overall delinquent balance is \$208,341.77 with \$157,979.91 being the 2024 Sewer Use, and a collection rate of 91.49% through the end of October. Last year's collection rate at this time was 92.98%.

PAST DUE AS OF OCTOBER 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	409.20	24.00	0.00	743.20	99.98%
YEAR 2018	1,339,846.52	1,339,526.52	320.00	364.80	24.00	0.00	708.80	99.98%
YEAR 2019	1,445,473.70	1,445,133.70	340.00	326.40	24.00	0.00	690.40	99.98%
YEAR 2020	1,465,371.73	1,465,021.73	350.00	273.00	24.00	0.00	647.00	99.98%
YEAR 2021	1,544,595.53	1,543,662.49	933.04	444.81	48.00	2,220.45	3,646.30	99.94%
YEAR 2022	1,572,073.13	1,566,781.51	5,291.62	1,667.45	240.00	1,808.00	9,007.07	99.66%
YEAR 2023	1,651,143.31	1,623,697.75	27,445.56	5,851.53	1,439.00	183.00	34,919.09	98.34%
YEAR 2024	1,750,984.22	1,601,960.98	149,023.24	8,941.67	0.00	15.00	157,979.91	91.49%
GRAND TOTAL			184,013.46	18,278.86	1,823.00	4,226.45	208,341.77	

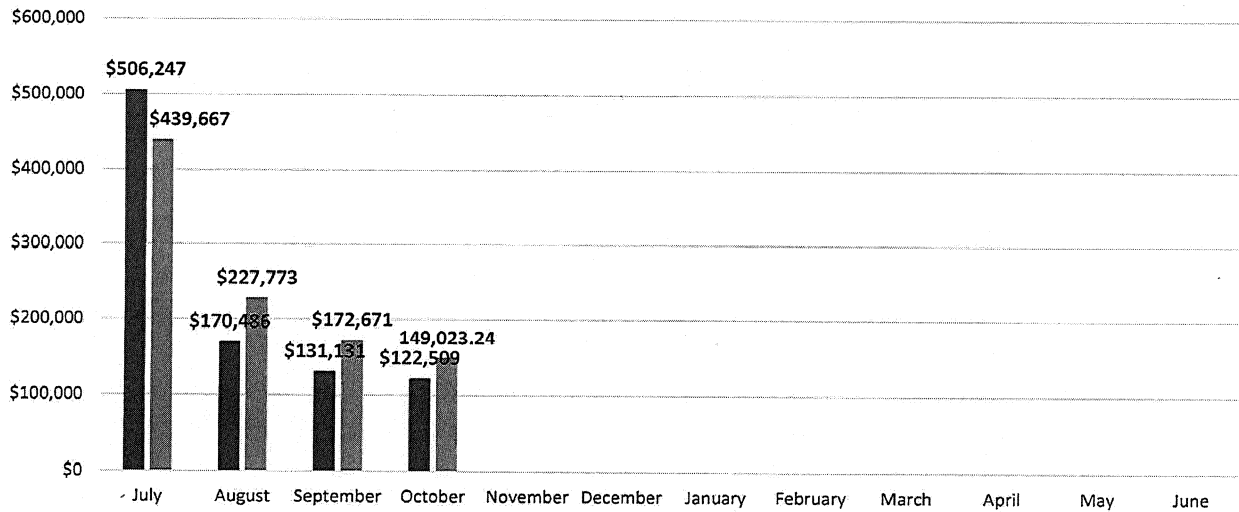
Collection Rate Comparison to Last Year - Same Month

■ 2023 ■ 2024

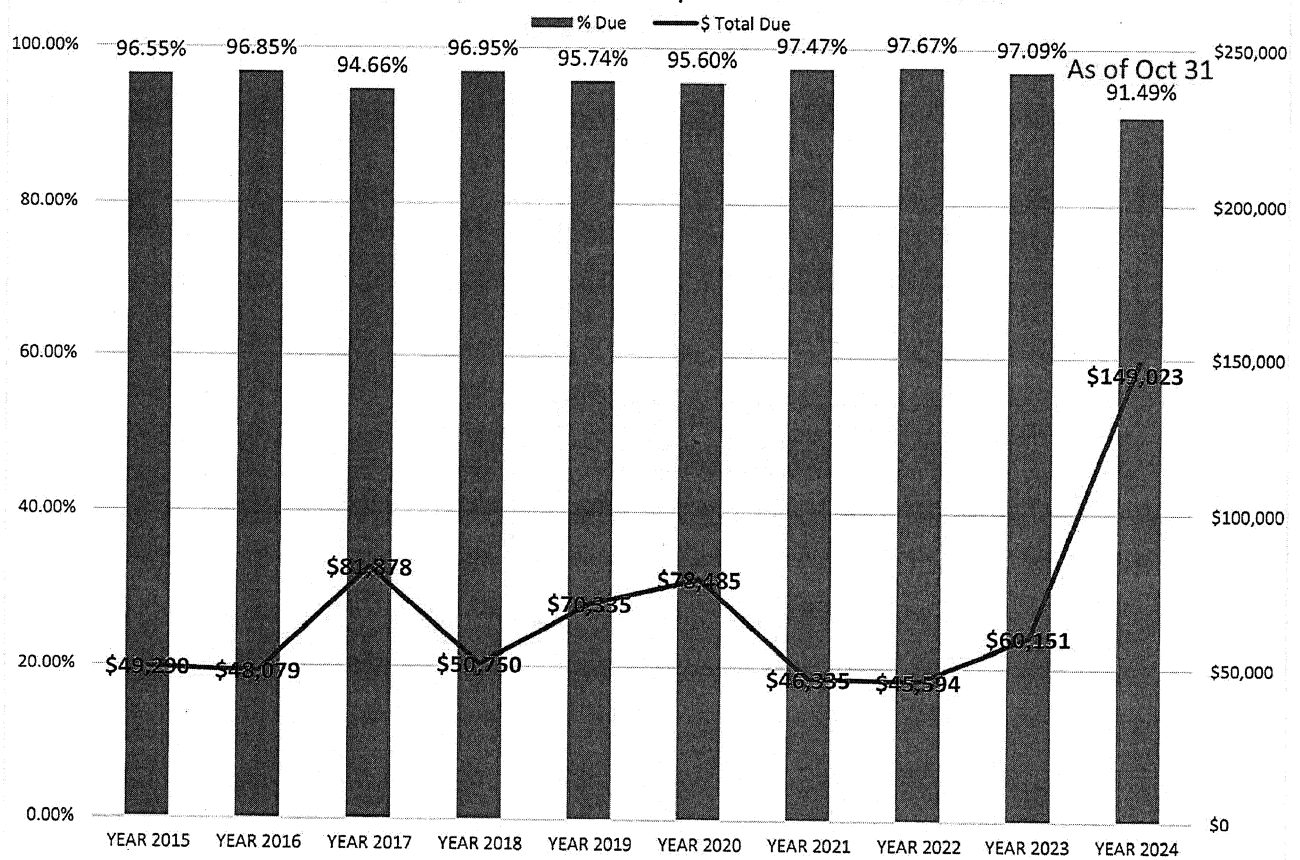


Sewer Use Due in \$ - Comparison to Last Year - Same Month

■ 2023 Due ■ 2024 Due



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



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