

Minutes for the regular joint meeting of the Woodridge Lake Sewer District and the Board of Directors of the Woodridge Lake Sewer District Tuesday April 8, 2025, held remotely through Zoom video conferencing.

Call to order- Raymound Turri called the meeting to order on Tuesday April 8, 2025, at 3:07 P.M.

Attendance - Board members attending- Raymound Turri, James Mersfelder, Jerry Abrahams, Dave Hazan, alternate Norval Lunan. Raymound Turri made a motion to seat Norval Lunan, second by James Mersfelder, so voted all approved.

Approval of Minutes – The Minutes of March 11, 2025, Regular Meeting. Motion to approve by James Mersfelder seconded by Dave Hazan.

Report of Plant Operations-

- Raymound Turri reported that the bathroom repairs have begun to replace the two toilets and shower stalls.
- Eastern has parts for the pump at station 1 to reinstall the pump, they are waiting for the parts for the station 6 and 9 pumps.
- The floor, cabinets and counter tops have all been refurbished in the laboratory. The emergency fuel tank has also been painted.
- Ray is going to get bids on plowing. There have been expensive bills to rebuild the front end of the truck in the last couple of years and plowing is costing the district a lot in overtime. Ray will report back when he gets some quotes.
- The Shelter Logic building has a tear in the back panel which is under warranty and will be shipped to the plant and installed by our staff.

Flows: The average daily flow for March was 116,000 gpd and the rain fall was 4.74 inches.

Monthly Financial Report – James Mersfelder reported that the Somat replacement cost came in at \$496,226, along with the bathroom repairs, security system and extra wells needed, this will put the district's Fund balance in the red by \$705,339, so we will wait to install the Somat equipment in our 2025/2026 budget period. Jim explained that overtime is still an issue, with it running about 50% over budget. The major cause has been the breakdown of the sludge process. This issue is being addressed in several ways, including snow plowing, checking all the stations daily, and replacement of sludge tanks and Somat equipment. Another area that was over budget was vehicle repairs. There are about 30 delinquents and the Intent to Lien Notices will be going out next week.

Executive Session: A motion made by Raymound Turri seconded by James Mersfelder to go into executive session pursuant to CGS Sec. 1-200(6)(B) - Compliance with DEEP Consent Order. So voted. After 25 minutes the executive session was voted over.

Old Business – Sludge tanks should be arriving in 3-4 weeks. Eastern will be doing the piping before they go into the ground. The current schedule for the sludge tanks to be installed in May and will take about four days of work to complete the work. A motion was made to approve the

bathroom repairs for \$14,410. Raymound Turri made the motion, seconded by Norval Lunan all members voted yes to approve the plumbing repairs. A motion was made to approve the job description for the Class 3 Operator by Dave Hazan seconded by Norval Lunan, So, voted all approved.

James Mersfelder reported on the transition of the office operations the completed projects included the following:

- Transition staff training ran for 27 hours over three weeks and ended on March 14.
- Two new employees were hired one part-time, the office manager responsible for accounts payable, receivables, payroll and financial reporting, and the associated controls and record keeping. The second is a 1099 part-time contractor responsible for tax collection and our aggressive collections process.
- Under the old system we would have paid for 120 hours of work for the month of March. This is not a busy period, but the monthly hours spent for March were 38.7 hours, and a reduction of 68%. July, August, January, and February are heavy tax processing periods will be close to 100 hours per month. Overall, the new staff are projected to be required to work less, yielding 50% reduction in time over a year.
- A technical platform was established allowing our part-time employees the option to work remotely.
- Set up a revised distribution system for email directed for: Emergency reporting, Plant Operations, the Office, and the Tax Collector functions.
- The multiple machine and website access points have been organized and will be controlled by District wide password control software system.

The following projects are in progress:

- Resolve the failure of the District's website to send messages into District's email system for directed messaging to the following addresses: Emergency reporting, Plant Operations, the Office, and the Tax Collector functions.
- Establish a telephone function to provide a remote receptionist facility directing incoming calls with the following end points: Emergency reporting, Plant Operations, the Office, and the Tax Collector functions. This software will function as an answering machine, will email the text of the message to the end point and text a notification of each call to a designated cell phone.
- Establish an electronic connection between the Goshen assessor's generation of property transfers into the District's tax system, thereby eliminating the time delay of the current paper and manual entry process.
- Utilize QDS, the provider of our tax back-office system, to not only print but stuff and mail our tax bills.
- Install a fire and video surveillance system to improve the safety and security of our employees.
- Revised call-out overtime policy for employees on vacation and out sick.
- Review call-out minimum hours practices.
- Modify the internal controls to account for staff changes.

New Business – James Mersfelder and Raymound Turri filled the board in on installing an alarm system proposal. This will have video, fire alarm, cameras inside and outside. The cost will be \$6,795, a motion was made by Raymound Turri seconded by James Mersfelder, voted on all approved. A tax credit for veterans was discussed, the reduction in revenue would be \$1,990. A motion was made by Norval Lunan seconded by Jerry Abrahams voted on all approved. A motion was made by Raymound Turri seconded by Dave Hazan to give Mike Howell and Billy Reed each one dollar an hour raise effective January 1, 2025, voted on all approved. There was discussion on including our employee Mike Howell's life partner on our health insurance coverage, Jim is going to investigate this with our insurance company. The cost would be approximately \$600 a month. Raymound Turri is talking with a outside consultant Rich Tingle rated by the DEEP as Level IV to review and update our Operational Manual. He charges \$85 per hour and the total cost should be around \$10,000, including us paying for his liability insurance. Motion made to approve by James Mersfelder, seconded by Raymound Turri, voted on all approved.

The Board set the annual meeting date at April 26, 2025, directly after the Woodridge Lake Property Owners Association Board meeting at the clubhouse.

Adjournment – Motion was made by Raymond Turri, to adjourn seconded by Norval Lunan at 3:45. No discussion so voted.

Respectfully submitted,

Norval Lunan