

**SANITATION COMMISSION
REGULAR MEETING
TUESDAY, MARCH 22, 2016
TIME: 4:00 P.M.
MUNICIPAL BUILDING
ROOM 210
MIDDLETOWN CONNECTICUT**

Members Present: Chair Seb Santacroce
Thomas Goglia
John Uccello
Monica J. Belyea, MPH, RD

Absent: Bobbye Knoll Peterson

Staff Present: William J. Russo, Public Works Director
Tina Gomes, Chief Management Analyst
Kori Wisneski, Deputy General Counsel
Elizabeth Cyranowicz, Program Budget Analyst & Sanitation Clerk

Chair Santacroce opened the Sanitation Commission meeting at 4:00 P.M. He requested a motion to approve the minutes from November 24, 2015. Motion was seconded and approved unanimously.

NEW BUSINESS:

- a. Update on the Hall Contract & Wheelabrator Contract – The commission received the update for the Hall Contract & Wheelabrator Contract.
- b. 2015-2016 Sanitation Budget - Director Russo stated that he wanted the commission to hear from Tina Gomes, Chief Management Analyst. Tina plays a major role in putting together the budget for the City of Middletown. Kori Wisneski, Deputy General Counsel will also be speaking in regards to the budget and the reasoning's for not having a rate increase.

Tina Gomes stated that a rate increase was not necessary seeing as how the expenditures and the revenues were left the same.

The first line item is the salaries and wages which show the total expenditures for the Assistant Superintendent of Sanitation and the eight truck drivers. These salaries increased by \$3,612.00.

The next line item is for overtime of these nine sanitation employees. A total of \$46,725.00 was spent on overtime last fiscal year. As of February 23, 2016, \$34,510.00 was spent during this fiscal year.

Longevity is a contractual obligation similar to salaries and wage increases. It is based on the number of employees that the City has and the number of years that they have been employed.

Workers Compensation has been showing a reduction from years in the past. In total, it shows a total reduction of \$22,506.00.

However, the next line item shows that health insurance has increased by a total of \$65,493.00. This is something that the City really cannot control.

FICA is for people that are not covered under the city's pension that are still getting paid through social security. Medicare tax is something that needs to be paid for.

Uniform allowance is a contractual obligation based on what the employees need to perform their duties.

Unused sick time payments entitle each employee to 30% of their unused sick time for the year. This is why nothing has been paid out yet. Director Russo stated that most of the sanitation employees have less than twenty years with the City which means that they are not maxed out yet. This is why no large numbers are being shown in the budget under unused sick time, but they do have the option to cash it out.

Unused vacation pay is another benefit that the employees are allowed. They can get paid out for vacation time instead of taking it.

General administrative is a self-explanatory line item. This is used for sending out the sanitation bills for those residents in the sanitation district that have city pick-up.

Interdepartmental services are for employees that work on sanitation that gets paid from the general fund. Reimbursements have to then be made to reverse from the sanitation fund to the general fund for the amount of time spent on sanitation.

The refunds line item is for those in the sanitation district that feel that they have overpaid for whatever reason they deem necessary.

A reduction has been shown in the property/casualty insurance line by \$7,433.00.

General specialized equipment is used for dumpster repairs throughout the year, along with house container replacements, hardware, locks, keys, etc.

General vehicle services takes care of any items that are needed to repair the sanitation fleet such as antifreeze, batteries, parts, oil/grease, disinfectant for trucks and road service calls.

The tire line is for new or replacement tires and tire repairs for the sanitation trucks.

Gasoline is for unleaded gasoline used in some of the Sanitation Division's fleet.

The cell phone line item is used for the Assistant Superintendent of Sanitation's cell phone use.

The diesel fuel line is for the Sanitation trucks.

Accounting and auditing is used for the fees charged for creating a financial report for annual auditing on the sanitation fund.

The contractual services line covers the billing software service contract.

Waste removal covers the tipping fees. Tina stated that due to the talks that Kori Wisneski has been having, it has been decreased by \$18,775.00. Director Russo stated that this is where the tonnage goes hand in hand. Compared to last year, there will be 102 tons less of garbage collected. This is a total savings of \$10,464.00. Single stream recycling plays a major role in this year's savings.

Truck rent / lease is a line item that the city tries to refrain from using due to the expensive cost of \$125.00 per hour and \$1,200.00 per day for renting a truck when one of the sanitation trucks is down. The money is in the line in case of an emergency.

The depreciation line is used for the purchase of new trucks, dumpsters, and sanitation/recycling containers in contribution to the sanitation CNR. This line has been reduced by \$56,500.00 in order to come in at a zero increase. The reduction in the tipping fees will be able to be transferred into the CNR line and the contribution will still be able to be made.

Director Russo stated that the fund balance is healthy. His reasoning for reducing the line item used for purchases is because of where the fund balance is. Once there is a handle on everything, he believes that if a truck needs to be purchased the commission will agree on the price, then it will go to Finance & Government and then to the Council. He does not want to spend any money until there is a strong handle on the funds.

This budget will go to the Council along with the Mayor's budget proposal. From here, this budget will be adopted if the commission is in agreement. In April, the Council will be presented this budget. Since there is no rate increase, most likely there will be no questions asked.

OLD BUSINESS:

- a. Cardboard Report – The commission discussed the cardboard report.
- b. Tonnage Report – The commission discussed tonnage and savings. A discussion was held regarding the new single stream recycling program and its benefits towards saving the amount charged in tonnage.

OTHER:

Director Russo stated that a gentleman wrote to the commission in regards to a billing mistake that was begun in 2008. The error has been partially corrected by Liz Cyranowicz, but he was told that no further corrections can be made until the error was brought to the commission. Director Russo stated that according to the ordinance, billing corrections can only go back one billing cycle, which is six months. He brought this letter to the commission to make sure the proper procedure is being followed. A vote was made amongst the commission and they decided to obey the ordinance and only go back for six months, or one billing cycle.

A motion was made to stick to the ordinance and keep the refund amount at a total of one billing cycle. Motion was seconded and approved unanimously. Director Russo stated that he will draft a letter to the gentleman, carbon copying the commission, and include a copy of the ordinance. This letter will let the gentleman know that a vote has been made followed by a discussion with the commission.

As there was no further business, a motion to adjourn was made. Motion was seconded and approved unanimously. The Sanitation Commission meeting was adjourned at 4:29 P.M.