

**VOLUNTOWN/STERLING TRANSFER STATION
COMMISSION
Special Meeting
at the Ekonk Community Grange Hall
723 Ekonk Hill Road, Sterling
September 30, 2020
7:00 P.M.**

AGENDA

- I. Approval of Minutes**
- II. Citizens Comments**
- III. Correspondence**
- IV. New Business**
 - 1. Review Fee Schedule - Permit price Increase
 - 2. Meeting schedule for 2021
 - 3. Patriot Contract
 - 4. Office Coverage Help for October
 - 5. Review Audit Report 19-20
 - 6. Snow Plowing

**The next scheduled meeting
will be held on
December 30, 2020**

VOLUNTOWN/STERLING TRANSFER STATION

Special Meeting

June 2, 2020

Regular Meeting The Regular Meeting of the Voluntown/Sterling Transfer Station was held on Tuesday, June 2, 2020 via Zoom. Tracey Hanson, Chairman, called the meeting to order at 7:00 PM.

Members Present Tracey Hanson, Gil Grimm, Melinda Bryan

Officials Present Steven Trahan, Transfer Station Operator, Julie Zelinsky Bookkeeper

Citizens Present None

Approval of Minutes

Motion A motion was made (G. Grimm/M. Bryan) to approve the minutes of the September 25, 2019 Regular Meeting with one modification to change the date under "Approval of Minutes". Unanimously approved.

Citizens Comments None

Correspondence & Announcements None

New Business

Budget 20/21 Gil Grimm asked how the change in the plastic affected the budget for the transfer station. Steve Trahan answered that since they do not put the plastic in the recycle bin they only need the hauler every five months rather than bi-monthly, so we are saving on hauling costs.

Mr. Grimm asked why the bookkeeping salary line did not received a raise when the other employees received a raise.

A motion was made by G. Grimm/M. Bryan to increase the Bookkeeping line item to \$6,100.00. Unanimously Approved.

A motion was made by G. Grimm/M. Bryan to approve the budget with the one modification as stated. Unanimously Approved.

Adjournment

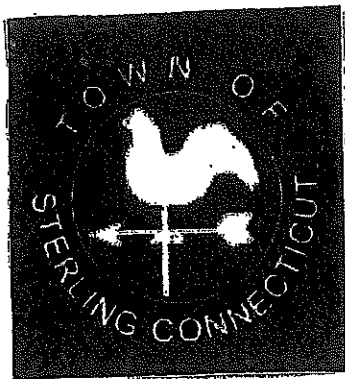
Motion A motion was made (G. Grimm/M. Bryan) to adjourn the meeting. The meeting adjourned at 7:12 PM. Unanimously approved.

APPROVED

Date: _____

Signature: _____

Tracey Hanson, First Selectman



Voluntown/Sterling Transfer Station

514 Brown Road
Voluntown, Connecticut 06384
(860) 564-7750

HOURS:

May 1st through September 30th
7:00 a.m. – 2:45 p.m. (Wednesday, Friday & Saturday)
11:00 a.m. – 6:45 p.m. (Thursday)
October 1st through April 30th
7:00 a.m. – 2:45 p.m. (Wednesday through Saturday)

IN THE EVENT OF INCLEMENT WEATHER, PLEASE LISTEN TO YOUR
LOCAL RADIO STATION FOR CLOSINGS.

Pay Per Bag System:

For residents and businesses using the Transfer Station, household trash (municipal solid waste-MSW) is to be placed in specially marked bags, available at the Transfer Station in multiples of five at a cost of \$7.50/\$10.00 per bundle. Only household trash is required to be placed in these bags. Items that are to be recycled should be separated and placed in the proper containers.

Bulky Waste:

Bulky waste is scrap wood, large furniture, sheetrock and other large items. These items can be disposed of in the bulky waste container. **Please refer to the fee schedule on the reverse side for**

charges.

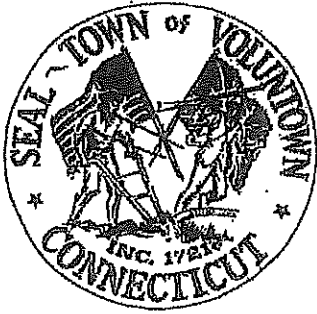
Recyclable Items (NO CHARGE):

Aerosol Cans – must be empty, put with scrap metal.
Cardboard – All cardboard including food boxes (cereal, milk cartons) place in the compactor.
Egg Cartons – If cardboard, place with newspaper, if Styrofoam, discard with MSW.
Glass Containers – Place in container marked for glass.
Junk Mail – Catalogs, magazines, envelopes, fax paper, white & colored paper.
Metal Food Cans – This includes metal caps from glass jars.
Newspapers – May be placed in brown bags for ease of handling.
Plastic Containers – Clear #1, colored #2. If possible, please crush and/or compact.
Scrap Metal – All scrap metal is accepted.
Used Motor Oil must be placed in the proper storage container.

The following items are not accepted at the Transfer Station:

Leaves Gasoline Propane Tanks
Hazardous Materials Anti-Freeze

**(THIS IS A NON-SMOKING FACILITY/SHOES MUST BE WORN AT ALL TIMES.)
THESE RULES ARE IN PLACE FOR THE SAFETY OF OUR RESIDENTS'
PER ORDER OF THE TRANSFER STATION COMMISSION.
VIOLATORS' COULD HAVE THEIR PERMITS REVOKED.**



Voluntown/Sterling Transfer Station
Disposal Fee Schedule
514 Brown Road
Voluntown, Connecticut 06384
(860) 564-7750

FEE SCHEDULE EFFECTIVE
10/01/19 - 9/30/20

Yearly Permit Fee: \$40.00
Second Permit for Same Household or Replacement Fee: \$10.00

PLEASE NOTE: STICKERS MUST BE PLACED ON THE VEHICLE WHERE THEY WILL BE VISIBLE TO THE TRANSFER STATION OPERATOR.

Full Size Pick-up \$25.00
Compact Pick-up \$20.00
Trailer \$25.00
Shingles and/or sheetrock will be classified as a full load.

ANY LARGE ITEM THAT REQUIRES COMPACTION MAY BE CHARGED AT THE DISCRETION OF THE TRANSFER STATION OPERATOR.

There will be a \$5.00 charge for the following items:

Washer Dryer
Stove Couch/Sofa
Chair/Recliner

There will be a \$10.00 charge for the following items:

Refrigerators Freezers
Air Conditioners Dehumidifiers

There will be a \$2.00 charge for Automobile Tires (Car & light truck tires only; tires must be off the rim).

All materials brought to the Voluntown/Sterling Transfer Station **MUST** come from the permit holder's property. Violators will have their permits revoked.

- *(1) ALL VEHICLES ARE TO STAY TO THE LEFT OF THE YELLOW LINES.
- *(2) ALL VEHICLES WITH BULKY WASTE ARE TO STOP AT THE OFFICE FIRST.
- *(3) DO NOT ENTER THE DUMPSTERS.
- *(4) PLEASE DO NOT THROW GLASS IN CONTAINER. (SLIDE DOWN THE RAMP).

*Updated and approved by the Voluntown/Sterling Transfer Station Commission.



MEGA MTG Disposal

300 WAMPANOAG TRAIL
E. PROVIDENCE, RI 02915

TOLL FREE: 866-420-6342 • FAX: 800-504-8466

SERVICE AGREEMENT NON HAZARDOUS WASTES



CUSTOMER ACCOUNT #: 6381-000159

REASON CODE: _____

EFFECTIVE DATE: _____

ACCOUNT NAME:	<u>VOLUNTOWN TRANSFER STATION</u>		
SERVICE ADDRESS:	<u>514 BROWN ROAD</u>		
CITY, STATE:	<u>VOLUNTOWN CT</u>	ZIP CODE:	<u>06384</u>
TEL #:	<u>860-564-7750</u>		
EMAIL:	<u>THANSON@VOLUNTOWN.GOV</u>		
CONTACT:	<u>TRACEY HANSON</u>		

BILLING NAME:	<u>VOLUNTOWN/STERLING</u>		
BILLING ADDRESS:	<u>PO BOX 382</u>		
CITY, STATE:	<u>VOLUNTOWN CT</u>	ZIP CODE:	<u>06384</u>
TEL #:	<u>860-376-5880</u>		
EMAIL:	<u>THANSON@VOLUNTOWN.GOV</u>		
CONTACT:	_____		

EQUIPMENT/SERVICE SPECIFICATIONS

SYSTEM	QUANTITY	SIZE	LIDS	WHEELS	LOCK	FREQUENCY	SCHEDULE & ROUTE NUMBER	CHARGE(S)
<u>BULK</u>	<u>1</u>	<u>OPEN TOP</u>					MON. ___ TUES. ___ WED. ___ THURS. ___ FRI. ___ SAT. ___	<u>\$236.78 PER HAUL</u>
							MON. ___ TUES. ___ WED. ___ THURS. ___ FRI. ___ SAT. ___	<u>\$119.79 PER TON</u>
							MON. ___ TUES. ___ WED. ___ THURS. ___ FRI. ___ SAT. ___	<u>\$15.00 FUEL</u>
							MON. ___ TUES. ___ WED. ___ THURS. ___ FRI. ___ SAT. ___	<u>\$</u>
							MON. ___ TUES. ___ WED. ___ THURS. ___ FRI. ___ SAT. ___	<u>\$</u>

TOTAL \$

SPECIAL INSTRUCTIONS: _____

THE UNDERSIGNED INDIVIDUAL SIGNING THIS AGREEMENT, ON BEHALF OF THE CUSTOMER, ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT, DETAILED ON THE REVERSE SIDE, AND THAT HE/SHE HAS THE AUTHORITY TO SIGN ON BEHALF OF THE CUSTOMER.

CUSTOMER: _____
AUTHORIZED SIGNATURE

_____ TITLE DATE

NAME: _____
(PRINT OR TYPE)

MTG Disposal

James H. Sumner
AUTHORIZED SIGNATURE

8/27/20
DATE

WHITE COPY - ORIGINAL YELLOW COPY - CUSTOMER

SCHEDULE OF CHARGES

SERVICE CHARGE PER MONTH	_____ \$
CASTERS/LOCKS	_____ \$
EXTRA PICK-UP CHARGES	_____ \$
PER PICKUP	_____ \$
PER YARD/TON	_____ \$
HAULING PER LOAD	_____ \$
DISPOSAL PER LOAD/PERTON	_____ \$
TOTAL PER LOAD	_____ \$
DELIVERY CHARGE	_____ \$
EQUIPMENT RENTAL	_____ \$
CONTAINER EXCHANGE CHARGE	_____ \$



MEGA MTG Disposal

300 WAMPANOAG TRAIL
E. PROVIDENCE, RI 02915

TOLL FREE: 866-420-6342 • FAX: 800-504-8466

SERVICE AGREEMENT NON HAZARDOUS WASTES



CUSTOMER ACCOUNT #: 6381-000169

REASON CODE: _____

EFFECTIVE DATE: _____

ACCOUNT NAME:	<u>VOLUNTOWN TRANSFER STATION</u>
SERVICE ADDRESS:	<u>514 BROWN ROAD</u>
CITY, STATE:	<u>VOLUNTOWN CT</u> ZIP CODE <u>06384</u>
TEL #:	<u>860-564-7750</u>
EMAIL:	<u>THANSON@VOLUNTOWN.GOV</u>
CONTACT:	<u>TRACEY HANSON</u>

BILLING NAME:	<u>VOLUNTOWN / STORING</u>
BILLING ADDRESS:	<u>PO BOX 382</u>
CITY, STATE:	<u>VOLUNTOWN CT</u> ZIP CODE <u>06384</u>
TEL #:	<u>860-376-5880</u>
EMAIL:	<u>THANSON@VOLUNTOWN.GOV</u>
CONTACT:	_____

EQUIPMENT/SERVICE SPECIFICATIONS

SYSTEM	QUANTITY	SIZE	LIDS	WHEELS	LOCK	FREQUENCY	SCHEDULE & ROUTE NUMBER	CHARGE(S)
	<u>1</u>	<u>OPEN TOP</u>	<u>(GLASS)</u>				MON. TUES. WED. THURS. FRI. SAT.	<u>\$ 236.78 Per Haul</u>
							MON. TUES. WED. THURS. FRI. SAT.	<u>\$ 15.00 FUEL</u>
							MON. TUES. WED. THURS. FRI. SAT.	\$
							MON. TUES. WED. THURS. FRI. SAT.	\$
							MON. TUES. WED. THURS. FRI. SAT.	\$

TOTAL \$

SPECIAL INSTRUCTIONS: _____

THE UNDERSIGNED INDIVIDUAL SIGNING THIS AGREEMENT, ON BEHALF OF THE CUSTOMER, ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT, DETAILED ON THE REVERSE SIDE, AND THAT HE/SHE HAS THE AUTHORITY TO SIGN ON BEHALF OF THE CUSTOMER.

CUSTOMER: _____

AUTHORIZED SIGNATURE

TITLE

DATE

NAME: _____

(PRINT OR TYPE)

MTG Disposal

James R. Anderson
AUTHORIZED SIGNATURE

8/27/20
DATE

SCHEDULE OF CHARGES

SERVICE CHARGE PER MONTH	\$
CASTERS/LOCKS	\$
EXTRA PICK-UP CHARGES	\$
PER PICKUP	\$
PER YARD/TON	\$
HAULING PER LOAD	\$
DISPOSAL PER LOAD/PER TON	\$
TOTAL PER LOAD	\$
DELIVERY CHARGE	\$
EQUIPMENT RENTAL	\$
CONTAINER EXCHANGE CHARGE	\$

**VOLUNTOWN/STERLING TRANSFER STATION
F/Y INCOME/EXPENSE INFORMATION SHEET
AS OF 08/31/2020**

Checking Account Balance	\$69,130.8
Savings Account Balance	\$29,860.36
Year to Date Income	\$74,003.59
Year to Date Expense	\$40,803.35

Voluntown/Sterling Transfer Station
Balance Sheet
As of August 31, 2020

Accrual Basis

	Aug 31, 20
ASSETS	
Current Assets	
Checking/Savings	
10100 · CHECKING	69,130.80
10300 · Fleet/Citizen Equip Fund	29,860.36
Total Checking/Savings	98,991.16
Total Current Assets	98,991.16
Fixed Assets	
15100 · STERLING F/A INVESTMENT	197,619.50
15200 · VOLUNTOWN F/A INVESTMENT	197,619.50
16100 · Accumulated Depreciation	-341,575.00
Total Fixed Assets	53,664.00
TOTAL ASSETS	152,655.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable Accrual	1,931.00
Total Accounts Payable	1,931.00
Total Current Liabilities	1,931.00
Long Term Liabilities	
27000 · Due to Voluntown/Sterling	
27100 · Sterling	36,022.88
27200 · Voluntown	27,837.04
Total 27000 · Due to Voluntown/Sterling	63,859.92
Total Long Term Liabilities	63,859.92
Total Liabilities	65,790.92
Equity	
31110 · Retained Earnings	53,664.00
Net Income	33,200.24
Total Equity	86,864.24
TOTAL LIABILITIES & EQUITY	152,655.16

**Voluntown/Sterling Transfer Station
Profit & Loss Budget vs. Actual
July through August 2020**

Accrual Basis

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
40100 · Appropriations				
40110 · Voluntown Appropriations	25,789.96	51,579.92	-25,789.96	50.0%
40120 · Sterling Appropriations	37,112.38	74,224.76	-37,112.38	50.0%
Total 40100 · Appropriations	62,902.34	125,804.68	-62,902.34	50.0%
41000 · Charges for Services				
41100 · Permits & Fees				
41112 · 2 - Second Permit	10.00	500.00	-490.00	2.0%
41123 · 3 - Permit	960.00	36,000.00	-35,040.00	2.7%
Total 41100 · Permits & Fees	970.00	36,500.00	-35,530.00	2.7%
41200 · Recyclables	458.75	8,000.00	-7,541.25	5.7%
41300 · Disposable Bags				
41301 · 1 - Large Bags	4,130.00	22,000.00	-17,870.00	18.8%
41304 · 4 - Small Bags	3,847.50	22,000.00	-18,152.50	17.5%
41313 · 13 - One Small Bag	0.00	10.00	-10.00	0.0%
41314 · 14 - One Large Bag	0.00	30.00	-30.00	0.0%
Total 41300 · Disposable Bags	7,977.50	44,040.00	-36,062.50	18.1%
41400 · Bulky Waste				
41409 · 9 - Small Pickups	320.00	1,250.00	-930.00	25.6%
41410 · 10 - Full Size Pickups	225.00	1,325.00	-1,100.00	17.0%
41411 · 11 - Stoves	10.00	40.00	-30.00	25.0%
41412 · 12 - Washers & Dryers	40.00	50.00	-10.00	80.0%
41415 · 15 - Sofas & Chairs	745.00	3,800.00	-3,055.00	19.6%
41416 · 16 - Trailers	75.00	300.00	-225.00	25.0%
Total 41400 · Bulky Waste	1,415.00	6,765.00	-5,350.00	20.9%
41500 · 5 - Tires	210.00	700.00	-490.00	30.0%
41800 · 8 - CFCs	70.00	400.00	-330.00	17.5%
Total 41000 · Charges for Services	11,101.25	96,405.00	-85,303.75	11.5%
Over/Short	0.00			
Total Income	74,003.59	222,209.68	-148,206.09	33.3%
Gross Profit	74,003.59	222,209.68	-148,206.09	33.3%
Expense				
61100 · Bag Purchase	0.00	8,000.00	-8,000.00	0.0%
62000 · Bookkeeping	0.00	6,100.00	-6,100.00	0.0%
62500 · Bulky Waste/Hauling	4,784.66	42,000.00	-37,215.34	11.4%
63500 · Employee's				
63570 · Transfer Station Laborer - CSW	2,840.86	16,920.44	-14,079.58	16.8%
63520 · Transfer Station Laborer - ALL	3,125.76	16,920.44	-13,794.68	18.5%
63540 · Transfer Station Laborer - RDM	651.20	1,500.00	-848.80	43.4%
63560 · Transfer Station - SJT	12,064.80	58,100.74	-46,035.94	20.8%
Total 63500 · Employee's	18,682.62	93,441.62	-74,759.00	20.0%
64500 · Hazardous Waste Day	0.00	2,000.00	-2,000.00	0.0%
65000 · Insurance				
65100 · Stipend	0.00	1,500.00	-1,500.00	0.0%
65200 · Bonds	0.00	117.00	-117.00	0.0%
65300 · Worker's Compensation	5,547.00	5,500.00	47.00	100.9%
Total 65000 · Insurance	5,547.00	7,117.00	-1,570.00	77.9%
66000 · 457B- T/S Contribution	1,085.82	5,196.95	-4,111.13	20.9%
66500 · Miscellaneous Expense	0.00	300.00	-300.00	0.0%
67000 · Monitoring	0.00	602.00	-602.00	0.0%
67100 · MSW Disposal	7,184.66	32,500.00	-25,315.34	22.1%

**Voluntown/Sterling Transfer Station
Profit & Loss Budget vs. Actual
July through August 2020**

Accrual Basis

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
67300 · Payroll Expense	459.19	2,536.11	-2,076.92	18.1%
67400 · P.O. Box/Postage	0.00	111.00	-111.00	0.0%
67270 · Professional Fees				
67280 · Auditor	0.00	5,080.00	-5,080.00	0.0%
Total 67270 · Professional Fees	0.00	5,080.00	-5,080.00	0.0%
68000 · Repairs & Maintenance	375.00	2,000.00	-1,625.00	18.8%
68100 · Security	0.00	300.00	-300.00	0.0%
68200 · Social Security	1,429.20	6,950.00	-5,520.80	20.6%
68300 · State Permits	0.00	800.00	-800.00	0.0%
68400 · Sticker purchase	0.00	525.00	-525.00	0.0%
68500 · Subcontracted Services	0.00	1,000.00	-1,000.00	0.0%
68600 · Supplies	0.00	350.00	-350.00	0.0%
68700 · Tires	749.03	1,000.00	-250.97	74.9%
69100 · Utilities				
69110 · Diesel Fuel	0.00	500.00	-500.00	0.0%
69120 · Electric	213.96	1,600.00	-1,386.04	13.4%
69130 · Propane	0.00	500.00	-500.00	0.0%
69140 · Telephone	195.96	1,200.00	-1,004.04	16.3%
Total 69100 · Utilities	409.92	3,800.00	-3,390.08	10.8%
69500 · Waste Oil	96.25	500.00	-403.75	19.3%
Total Expense	40,803.35	222,209.68	-181,406.33	18.4%
Net Ordinary Income	33,200.24	0.00	33,200.24	100.0%
Other Income/Expense				
Other Expense				
72000 · Payroll Check Clearing Account	0.00			
Total Other Expense	0.00			
Net Other Income	0.00			
Net Income	33,200.24	0.00	33,200.24	100.0%