**Meeting Minutes**

Jan 08, 2019

1. **Call meeting to order and flag salute**. Call meeting to order and flag salute. This is a regularly scheduled Meeting of the Board of Commissioners of Water District No. 1, Stillwater Township. Tonight, Jan 08, 2018 meeting convened at 7:30 p.m. and the flag salute was recited.

2. **Statement of compliance with Open Public Meeting Act**. This meeting was held in compliance

with the Open Public Meeting Act. Regular meetings are held the second Tuesday of each month, 7:30 p.m., Stillwater Municipal Building, Stillwater, New Jersey.

3. **Roll call.** The meeting was called to order by president, Jack Choma. Commissioners present:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| x | Jack Choma  President | x | Wendy Fabian  Treasurer |  | Commissioner |  | Commissioner |
| x | Tom Williver  Vice President | x | MaryAnne Choma  Recording Secretary |  |  |  | x = present  ab = absent |

4. **Minutes approved from the previous meeting**. Following a review of the minutes. A motion was made by Wendy Fabian to approve minutes as amended with a second by Jack to accept the minutes as amended. Motion carried. Minutes approved from the previous meeting.

5. **Public Discussion**:

* There was no public input

6. **Correspondence** (mail / email):

8. **Systems Report:** break right now on Cedar. Some people will experience water shut off as they are scheduled for Wed to repair.

**Average Daily Gallons Pumped**

Entire System

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** | **2012** | **2013** | **2014** | **2015** | **2016** | **2017** | **2018** |
| **January** | 109,351 | 130,829 | 108,238 | 118,988 | 131,387 | 118,279 | 88,709 |
| **February** | 120,855 | 125,580 | 96,581 | 128,205 | 135,496 | 115,477 | 77,226 |
| **March** | 140,061 | 121,166 | 89,789 | 125,658 | 117,966 | 73,120 | 47,783 |
| **April** | 111,648 | 105,645 | 93,766 | 137,369 | 119,981 | 65,230 | 48,835 |
| **May** | 120,742 | 124,781 | 87,796 | 148,402 | 120,929 | 52,002 | 66,598 |
| **June** | 130,260 | 119,812 | 129,324 | 135,413 | 143,929 | 50,651 | 81,732 |
| **July** | 99,390 | 116,652 | 122,594 | 145,025 | 127,713 | 51,971 | 55,140 |
| **August** | 105,088 | 87,341 | 132,501 | 145,482 | 123,529 | 49,372 | 58,994 |
| **September** | 155,436 | 112,096 | 117,021 | 136,116 | 125,213 | 48,916 | 53,331 |
| **October** | 104,259 | 101,484 | 110,731 | 127,733 | 129,387 | 51,228 | 58,499 |
| **November** | 118,287 | 92,587 | 115,906 | 132,542 | 103,307 | 65,587 | 57,725 |
| **December** | 125,083 | 110,136 | 121,843 | 128,933 | 124,206 | 81,356 | 86,556 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Control Building** | **Edgewood Dr.** | **Greco** | **South Shore Dr.** | **Vail Dr.** | **Grand Total** |
| **Current Month** | 1,380,277 | 1,176,700 | 28,080 | 57,690 | 40,500 | 2,683,247 |
| **Last**  **Month** | 431,962 | 1,182,200 | 26,940 | 53,020 | 37,630 | 1,731,752 |
| **Prior Month** | 475,022 | 1,223,600 | 27,980 | 46,400 | 40,480 | 1,813,482 |

9. **Treasurer’s Report**

* Discussion of the process for designing the budget led by Michael Cohrs
* need for Tom P, Wendy, and Michael Cohrs to have conversation about budget.
* Motion to accept treasurer's report by Tom. second by Wendy
* Motion to approve bills by Wendy. Second by Jack.

10. **Old Business:**

* 75% reduction on DEP fine
* Jack’s work to recover is recognized in this reduction
* motion made to pay it in one shot 4,628.00
* Beacon will let us know at end of this month price for special meters - 20 needed
* motion to appoint Tom Williver from commissioner to vice president for the remainder of the position. Motion passed
* motion to appoint Dan Yardley to the Board as a commissioner. Motion passed

11. **New Business**:

* Wendy & Tom P - update billing to detail the fees
* regionalization discussed as possibility in far future
* monies for training approved for Tom W to receive training with beacon meters
* we currently have operation and maintenance documents - we need manuals!
  + monitoring duties
* Our priorities for the new year:
  + bylaws
  + roles and responsibilities
    - Tom W sent Middlesex Water to Jack
  + budget
    - The Water District is working with 3rd party to address these priorities (RCap Solutions) National Company

Motion to adjourn meeting by Jack. Seconded, MaryAnne