**Meeting Minutes**

March 12, 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 | x | Dan Yardley  Commissioner  [swd.comm@gmail.com](mailto:swd.comm@gmail.com) |  | Commissioner |
| x | Tom Williver  Vice President | x | MaryAnne Choma  Recording Secretary |  |  |  | x = present  ab = absent |

Also present

* Sean Casey, General Manager
* Mike Cohrs & In Touch from RCap

4. **Minutes approved from previous meeting**. Following a review of the minutes. A motion was made by Tom Williver to approve minutes as amended with a second by Wendy Fabian to accept the minutes as amended. Motion carried. Minutes approved from previous (Jan) meeting. Weather canceled Feb 2019 meeting

5. **Public Discussion**:

* There was no public input

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

1. Robert Morgenstern attorney emailed update - Wiley delinquency account update going to court. Friday March 15, 2019 1:30pm. Jack will be present at hearing. Claimed did not know of bills, etc. We have documentation otherwise.
2. Lengly emailed with concern - account water read was high and reviewed to help answer Mr. Lengley concern. Sean went the house. read was correct. Mr. Lengley paid the bill he just wanted to understand it.
3. Wistuba sent aggressive email complaining of notification on owing monies, Tom and Sharon looked into it and addressed Wistuba with email.
4. Michael Corhes emailed request about working on Operations & Maintenance Manual. Request sent to Sean Casey. this manual to be put into the RCap process. Good O&M manual exists. perhaps add more dialogue for future boards.
5. David Dougherty of Elm terrace emailed twice regarding road hazard after line repairs. Jack called LLC to put stone inside crater. Work was done in a timely manner. Mr. Dougherty was pleased.

8. **Systems Report:** Jan & Feb went up a lot. Jan leak on Elm. Feb broke on South Break. We are looking at Greco. Not sure what is happening. Keeping an eye.

**Average Daily Gallons Pumped**

Entire System

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Month** | **2013** | **2014** | **2015** | **2016** | **2017** | **2018** | **2019** |
| **January** | 130,829 | 108,238 | 118,988 | 131,387 | 118,279 | 88,709 | 107,058 |
| **February** | 125,580 | 96,581 | 128,205 | 135,496 | 115,477 | 77,226 | 120,523 |
| **March** | 121,166 | 89,789 | 125,658 | 117,966 | 73,120 | 47,783 |  |
| **April** | 105,645 | 93,766 | 137,369 | 119,981 | 65,230 | 48,835 |  |
| **May** | 124,781 | 87,796 | 148,402 | 120,929 | 52,002 | 66,598 |  |
| **June** | 119,812 | 129,324 | 135,413 | 143,929 | 50,651 | 81,732 |  |
| **July** | 116,652 | 122,594 | 145,025 | 127,713 | 51,971 | 55,140 |  |
| **August** | 87,341 | 132,501 | 145,482 | 123,529 | 49,372 | 58,994 |  |
| **September** | 112,096 | 117,021 | 136,116 | 125,213 | 48,916 | 53,331 |  |
| **October** | 101,484 | 110,731 | 127,733 | 129,387 | 51,228 | 58,499 |  |
| **November** | 92,587 | 115,906 | 132,542 | 103,307 | 65,587 | 57,725 |  |
| **December** | 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** | 2,010,968 | 1,076,100 | 68,800 | 168,180 | 50,600 | 3,374,648 |
| **Last**  **Month** | 2,067,449 | 1,126,000 | 26,600 | 54,940 | 43,820 | 3,318,809 |
| **Prior Month** | 1,380,277 | 1,176,700 | 28,080 | 57,690 | 40,500 | 2,683,247 |

9. **Treasurer’s Report**

* Discussion of the process for designing the budget led by Michael Cohrs
* conversation on 18th between Tom and Mike. Mike asked Wendy to create doc on Wendy’s questions to inform the conversation scheduled for the 18th.
* goal is for Wendy to have clarity on reports each time she runs them. Wendy is thinking about HOW the data is entered. for example - finance charges. MaryAnne.Motion to accept the treasurer's report as presented. Second by Tom Williver. Dan Yardley motion to approve the treasurer's report. Jack second. Wendy Fabian to request bill list from Tom Perry so that it is reviewed and approved at each meeting. this month’s Bill list included JCPL. question about amount owed. Wendy to ask Tom Perry about JCPL bill. Motion to approve current JCPL bill. MaryAnne second.

10. **Old Business:**

* Wiley account court update. see correspondence. she is contesting shut off fee and turn on fee. Our attorney requested paperwork regarding issue. Tom and Sharron provided this. Clarify our policy. Amount owed is 100.00.
  + Mike Cohrs mentioned that we could case study. Document this case so that somebody else. Extra has been. timeline of how it happened and monies paid as extra.
* Mass meter install. mailers sent last week to the customers who need new meters. They will review all previously installed meters and install 318 meters. They will also read meters before they take them out. This data will go onto an excel sheet.
  + How do we address the delayed billing due to installation? MaryAnne - “Meter reading will be delayed due to meter installations” Customers will not incur late charges.MaryAnne - website, instant alert, official PLA website quarterly billing - once meters installed bill will begin
  + plan A - educate the customer that meter is in their best interest.
  + push language into bylaws for choices of customer to hire own licenced plumber and submit licensure.
  + Mike inquired about an event - MaryAnne to send date to Mike & Tom Perry asset management - CUPS (free program) put assets on asset template
    - leads to GIS map systems. (GIS sussex county)
    - Dan Yardley - Pello Ass were our Engineers. There was a plan to do GIS mapping because it was required. Dan to follow up

11. **New Business**:



Motion to adjourn meeting by Jack. Seconded, MaryAnne.