**Meeting Minutes**

May 14, 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, May 14, 2019 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 from RCap

4. **Minutes approved from previous meeting**. Following a review of the minutes. A motion was made by Dan to approve March minutes as amended with a second by Wendy Fabian to accept the minutes as amended. Motion carried. Minutes approved from previous (March) meeting. lack of quorum canceled April 2019 meeting

5. **Public Discussion**:

* There was no public input

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

* Customer, Ridge Rd - daughter called to discuss us receiving keys to install meter. Jack received keys in mail. Work went well. Jack will mail back keys.
* Customer called regarding bill. Sharon and Jack reviewed bill and he is happy.
* Legal council D&D to Customer explaining how we can charge interest according to bylaws
* Sean requested raise formally in email.

8. **Systems Report:**  fixed 4 leaks and amount has not come down. there must be a pipe somewhere that we cannot find. waiting for all the rain to come down. NJ water come in to help us find it.. Customer shows 7 gallon leek according to software. Tom W. informed him. do we wait for hydrants to flush? Yes, it is useless. it will make ballfield pump run which causes dirty water. Sean opened the hydrant on Maple after the lady called.

**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 | 112,609 |
| **April** | 105,645 | 93,766 | 137,369 | 119,981 | 65,230 | 48,835 | 121,644 |
| **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** | 2,474,844 | 1,063,300 | 25,190 | 47,150 | 38,850 | 3,649,334 |
| **Last**  **Month** | 2,225,940 | 1,146,900 | 25,130 | 46,730 | 46,180 | 3,490,880 |
| **Prior Month** | 2,010,968 | 1,075,100 | 68,800 | 168,180 | 50,600 | 3,374,684 |

9. **Treasurer’s Report**

* Profit & Loss. when Wendy ran April’s reports and the board discussed Motion to approve treasurer report by wendy, second by Dan
  + we need monthly bill list. - Wendy
  + phone & electric bills not being paid - Wendy
  + Sean getting calls that checks not being cashed or people not getting credit.
    - please forward these calls to board so we have communications. - Sean

10. **Old Business:**

* meter install - Install company, United Utilities made list of non-compliant customers and reason for no instal. # = 91 meters left. Tom W will go over list and talk to Roger.
* Tom W to revisit the list of 91 and then make decision
* Sean Casey - agreed to do remaining install.
* Tom Williver requested date for completion after list is updated
* timing and format for board training
  + roles & responsibilities
  + Tom Perry - financial support
  + do on a Mon,

11. **New Business**:

* letter about gross alpha - not important Sean says WRT handles everything.
* Sean recommendation about extra sandblasting material? He tried to give it away. Can we donate to Sussex County / Wakill Tech School? Let us do this. - Jack
* Old meters that were taken out weigh a lot. Can we take them to salvage yard? Who scraps medal? Sean will take them. Tom W will get rid of the cardboard

Motion to adjourn meeting by Jack. Seconded, MaryAnne.