**October 8, 2019 \_ Meeting Minutes**

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, October 8, 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:

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

Also in attendance: Sean Casey - General Manager, Michael Cohrs & In Touch - RCap Solutions

4. **Minutes approved from previous meeting**. Following a review of the minutes. A motion was made by Dan Yardley with a second by Tom Williver to accept the minutes. Motion carried. Minutes approved from previous meeting.

5. **Systems Report:**

**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 | 129,001 |
| **June** | 119,812 | 129,324 | 135,413 | 143,929 | 50,651 | 81,732 | 111,647 |
| **July** | 116,652 | 122,594 | 145,025 | 127,713 | 51,971 | 55,140 | 87,104 |
| **August** | 87,341 | 132,501 | 145,482 | 123,529 | 49,372 | 58,994 | 93,217 |
| **September** | 112,096 | 117,021 | 136,116 | 125,213 | 48,916 | 53,331 | 67,046 |
| **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** | 515,874 | 1,366,100 | 39,750 | 57,260 | 32,400 | 2,011,384 |
| **Last**  **Month** | 1,541,917 | 1,202,800 | 32,750 | 56,950 | 55,330 | 2,889,747 |
| **Prior Month** | 1,443,297 | 1,112,400 | 36,810 | 63,630 | 44,110 | 2,700,247 |

6. **Public Discussion**:

● Ron Volk, Deer Run

○ Q – why estimated, when will I get no estimated?

○ A – Have you had new digital? Yes, put in May 2019.

○ A – Jack will look into how new meters are reading and get back to him.

○ Q – was data taken off old meter to add data to meter reads

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

● D&D sent bill for $700+ for the Wiley lien.

● Mr. Wistuba emailed about bill. He wasn’t going to pay in full due to military disability.

● Mrs. Roe emailed w/ questions on quarterly bill and asked we look into her meter. Expected it lower due to loss of her husband. – Jack & Sharron spoke to her.

● Mr. Jones emailed & called high bill. Tom W and Jack looked and found he had a leek thru Beacon. He does not want to believe. Beacon shows much less water being used now.

● Wiley – emailed regarding breakdown of finance charges and late fees. Tom & Sharron sent info.

8. **Treasurer’s Report**

● Reports were emailed

● Bills for month included water remediation – only bill for the month

● Wendy is not seeing bills to be paid. Wendy requesting a way to get a monthly list of bills that will be paid so we can approve them before they get paid. Wendy to ask Tom Perry

● Motion to approve bills report – Jack, second by Dan Yardley

● Operating (what came in & what came out)

9. **Old Business: [**Action Items from previous month’s minutes listed below]

· Sean to take lien document and have notarized – Wendy to notarize. Notarized and sent to Dolan & Dolan

· Sean to call George Walter, the leak guy. **They are getting together next week**. Inquire about the annual maintenance plan.

o **Q** - George requested updated roads map A – can get that from tax map or google map. **Dan Yardley to take care of roads map of Hampton & Stillwater**

o Dan remembers old map that showed shut off points. Perhaps the map was just his property survey.

o **Q** - Is Hampton Mapped? See hardcopies. **A** – none for Hampton, Hampton should be easier than Stillwater. If we want something true we want GIS system.

o **Q** - check near 115 Valley View where there is a longstanding puddle during this drought – **pipe is on other side. It (standing puddle) is the water table**

· Expenses presented. Not specified, Tom Perry to add detail. Dolan & Dolan has been active. Tom Perry - Dolan & Dolan, may we please have a history on this large bill? 2803.35.

· Tom Williver will look into door notification with multiple options for message. **Tom to have something by next meeting**

· Sean’s contact Craig Cardinia from Hopatcong has company. **Cardinia gave verbal estimate of 5500.00 to 6000.00 per month. Jack asked for write up of this estimate. Agra does this work as well. Dan Yardley to look into quote.** Provide price to do all. – will get back to Sean with price. Agra is a Dover company that also does this service.

· **Tommy Rodriguez 973-670-7274 is taking over Carl Little’s work.**

· **Sean hired his son, Sean, to do Larry’s work for now.**

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10. **New Business**: [Annual calendar items plus pertinent items]

● Discuss and approve proposed budget. -**All/Treasurer**

○ **We need to see how new meters reflect true numbers**

○ **We are not changing the costs.**

○ **We will use 2020 as a draft to get real numbers moving forward with new meters.**

○ **2017 audit is completed**

○ **2018 & 2019 is being plugged in. Tom Perry is scanning information in and turn around should be much faster due to the ability to scan**

○ **If cost goes down, lets pay off our debts faster**

● Flushing hydrants, notice sent with water bills. - **completed**

● Third Quarter payroll taxes and reports due. – **going out with ADP Tom Perry is on top of this**

● Capital Account Analysis. – **We are in good shape with 103,000 in capital**

11. **Items for the good of the Water District:**

●

**Motion to adjourn:** There being no further business, a motion to adjourn was made by Jack Choma with a second by Dan Yardley. Motion carried.