**December \_ 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, December 10, 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 | ab | Dan Yardley  Commissioner |  | Commissioner |
| x | Tom Williver  Vice President | x | MaryAnne Choma  Recording Secretary |  |  |  | x = present  ab = absent |

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

4. **Minutes approved from previous meeting**. Following a review of the minutes. A motion was made by Tom Williver with a second by Jack Choma 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 | 76,901 |
| **November** | 92,587 | 115,906 | 132,542 | 103,307 | 65,587 | 57,725 | 67,719 |
| **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** | 606,884 | 1,318,300 | 47,320 | 31,630 | 32,440 | 2,031,574 |
| **Last**  **Month** | 629,750 | 1,638,800 | 35,150 | 42,570 | 37,670 | 2,383,940 |
| **Prior Month** | 515,874 | 1,366,100 | 39,750 | 57,260 | 32,400 | 2,011,384 |

6. **Public Discussion**:

* none

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

* Christopher Kuhn called - clarity on bill, Jack worked him through Ion water.
* title searchers - forwarded to Sharon
* Mrs. Kate Butler - text - water mark-out - new deck
  + giving mark-outs to people’s personal property is a courtesy.
  + we have not heard from this customer again after first request for reimbursement
  + Jack replied with request for her to send the information to us.
    - None was received.
    - machine did digging - it should have been hand dug with the measurements given per state law perhaps even national law
    - Per Micheal Cohrs, perhaps keep copy at wheelhouse of rules to hand to customers. property owned pipes are a courtesy
    - **website note**: perhaps as public relations - request tracer line Dan Yardley
* Mr. Paul Fedash called - how can he monitor own water, Ion water
* USDA email - bill correction - Tom Perry taking care of this now
* Cedar Dr call - radio signal from inside the tank not being received, this gives us the level of the tank at the well house. it tells the well when to come on. Power outages due to Nov storm were the issue. fixed 12/9/19

8. **Treasurer’s Report**

* reports emailed
* Q - Franchowski’s made $600 on first of Nov? - A - yes
* Budget
  + QB has budget versus actual
  + **Q** - taking actual and putting it into budget column. Does board want Wendy to take actuals from last 3-5 years and use that data to create budget. **A** - yes, please use actuals from last 5 years. Once this spreadsheet is up, discuss where adjustments should be made. For example: how do we replenish capital improvement?
  + USDA loan - annual audit under 500,000. Letter of Conditions
  + Quarterly - USDA request quarterly & annual reports - Wendy to sent to USDA (also check with Tom Perry) . focus on excel first to help with quarterly reports
* Bills reviewed - unspecified amount - bank fees.
  + motion to approve the treasurer's report by Tom W. Jack second

9. **Old Business: Action Items from previous month listed below**

GIS maps

* 60 % of cub stops are painted blue. Sean feels Micheal Corhs will see them
* wants to use Sean “just right” amount in mapping collecting data points

RCAP reviewed their support

* Board Training
* Budget Training
* Operation and Maintenance Manual
* Asset Management

Sean ‘s requested managers prorate to Jan 1

minisink press - cards sent in proof form. Tom wants blue. He made the request

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

* Water Meters read. (26) - Sean
* N.J. Environmental Infrastructure Financing Program Reporting Form, sent by Treasurer to State. -**Bookkeeper/Treasurer (Ibank) -** Wendy - check in with Tom Perry to see if he sent something
* Fourth Quarter Billing.
* Capital Account Analysis

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

**Motion to adjourn:** There being no further business, a motion to adjourn was made by \_ with a second by \_. Motion carried.